Neenah
WISCONSIN®

2016

Operating and Capital Improvements Budget

CITY OF NEENAH
2016 EXECUTIVE BUDGET
MAYOR RECOMMENDED

FUND	2015 Tax Levy Adopted	2016 Tax Levy Requested	% Increase (Decrease)	2016 Tax Levy Recommended	% Increase (Decrease)
General Fund Tax Levy	$12,807,860	$13,877,240	8.35%	$ 12,985,140	1.38%
Recycling Fund Tax Levy	0	0	0.00%	0	0.00%
Parking Utility Tax Levy	20,000	20,000	0.00%	0	-100.00%
Operating Tax Levy	**$12,827,860**	**$13,897,240**	**8.35%**	**12,985,140**	**1.23%**
Debt Service Fund Tax Levy (For Debt Authorized prior to July 2005)	2,800,000	2,800,000	n/a	2,800,000	n/a
Tax Levy Subject To Levy Limit Before Debt Adjustments	**$15,627,860**	**$16,697,240**	6.84%	**$15,785,140**	**1.01%**
Debt Service Fund (For Debt Authorized after July 2005) 2009-15 Tax Levy Increase	410,000	410,000	n/a	410,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	**$16,037,860**	**$17,107,240**	6.67%	**$16,195,140**	**0.98%**
Debt Service Fund (For Debt Authorized after July 2005) 2016 Tax Levy Increase	0	75,000	n/a	75,000	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	**$16,037,860**	**$17,182,240**	7.14%	**$16,270,140**	**1.45%**
City Property Assessed Value (final)	1,918,933,800	1,933,055,000	0.74%	1,937,529,000	0.97%
Assessed Tax Rate (Before TIF)	**$8.3577**	**$8.8886**	6.35%	**$8.3974**	**0.47%**
City Property Equalized Value	1,918,342,400	1,933,055,000	0.77%	1,933,055,000	0.77%
Equalized Tax Rate (Before TIF)	**$8.3603**	**$8.8886**	6.32%	**$8.4168**	**0.68%**
T.I.F. Districts Tax Levy	1,588,643	1,587,479	-0.07%	1,587,479	-0.07%
Total Tax Levy (After TIF)	**$ 17,626,503**	**$ 18,769,719**	6.49%	**$ 17,857,619**	**1.31%**
Assessed Tax Rate (After TIF)	**$9.1856**	**$9.7099**	5.71%	**$9.2167**	**0.34%**
Equalized Tax Rate (After TIF)	**$9.1884**	**$9.7099**	5.68%	**$9.2380**	**0.54%**

NOTE: * Budget Year 2016 Levy is proposed to be reduced by the application of $170,600 of General Fund Unassigned Reserve Fund Balance. This compares to the amount of $66,850 used to reduce the 2015 Budget Year Levy.

*** Tax Levy amount includes a Prior Year Levy Limit Carry Forward of $20,800.**

*** Tax Levy for Debt Service totals $3,285,000.**

CITY OF NEENAH
2016 EXECUTIVE BUDGET
POTENTIAL CORRECTIONS/CHANGES/AMENDMENTS
FROM ALL BUDGET WORKSHOPS

ALL FUNDS OPERATING/CAPITAL BUDGET

Workshop Day	Department Initiated Amendments to Line Item Budget (Budget Amendment Required)	Motion
1	a). Page 281 - Decrease Police Capital Facilities-Parking Lot Resurface from $6,000 to $0 ($6,000 decrease). **Net Effect -$6,000 capital expenditure decrease/$6,000 borrowing decrease (Police).**	**Passed**
1	b). Page 281 - Decrease Police Capital Facilities-Boiler Replacement from $85,000 to $70,030 ($14,970 decrease). **Net Effect -$14,970 capital expenditure decrease/$14,970 borrowing decrease (Police).**	**Passed**
1	c). Page 286 - Increase Police Capital Equipment-Bat Shields from $4,000 to $4,400 ($400 increase). **Net Effect -$400 capital expenditure increase/$400 borrowing increase (Police).**	**Passed**
1	d). Page 129 - Decrease Fire/Rescue Operating-Commercial Dumpsters from $720 to $0 ($720 decrease). **Net Effect -$720 General Fund expenditure decrease/$720 levy decrease (Fire/Rescue).**	**Passed**
1	e). Page 287 - Decrease Fire/Rescue Capital Equipment-Burn Building from $24,010 to $12,010 ($12,000 decrease). **Net Effect -$12,000 capital expenditure decrease/$12,000 borrowing decrease (Fire/Rescue).**	**Passed**
2	f). Page 50/53 - Decrease Resources-Tourism Entity by $35,000 and increase Resources-Hotel Room Tax Direct by $35,000). **Net Effect - No effect on net expenditures, revenues, levy or borrowing (Finance).**	**Passed**
3	g). Page 233 - Increase Recycling/Yard Waste-Rental of Equipment from $1,000 to $11,000 ($10,000 increase). **Net Effect -$10,000 Recycling expenditure increase/$10,000 Use of Reserves increase (Public Works).**	**Passed**
3	h). Page 281 - Increase Public Works Capital Facilities-Tullar Garage Floor from $0 to $40,000 ($40,000 increase). **Net Effect -$40,000 capital expenditure increase/$40,000 borrowing increase (Public Works).**	**Passed**
3	i). Page 257 - Decrease Public Works Ped. Trails-Nature Trails Subdivision from $30,000 to $0 ($30,000 decrease). **Net Effect -$30,000 capital expenditure decrease/$30,000 borrowing decrease (Public Works).**	**Passed**

ALL FUNDS OPERATING/CAPITAL BUDGET
Workshop

Day	Specific Potential/Suggested Budget Amendments Identified by Aldermen (Budget Amendment Required).	Motion
1	a). Page 282 - Decrease Library Facilities- Remodel Youth Services Room from $35,000 to $25,000 ($10,000 decrease). **Net Effect -$10,000 capital expenditure decrease/$10,000 borrowing decrease (Ald. Stevenson).**	No Action
1	b). Page 217/329 - Decrease funding for Internal I/S Services line item by $3,280 and decrease revenue to I/S Fund by $3,280. **Net Effect - $3,280 General Fund expenditure decrease/$3,280 I/S revenue decrease (Ald. Bates).**	Passed
3	c). Page 288 - Decrease Public Works Capital Equipment-Automated Collection Truck ($325,000 decrease), KANN Truck Conversion to Automated Collection ($66,000 decrease) and Automated Collection Carts ($222,000 decrease). **Net Effect -$613,000 capital expenditure decrease/$613,000 borrowing decrease (Ald. Kunz/Pollnow).**	Passed
3	d). Page 288 - Increase Public Works Capital Equipment-Plow Truck/Salter from $0 to $204,000 ($204,000 increase). **Net Effect -$204,000 capital expenditure increase/$204,000 borrowing increase (Ald. Kunz/Pollnow).**	Passed
4	e). Page 265 - Decrease TIF #7-Cameron Circle from $30,000 to $0 ($30,000 decrease). **Net Effect -$30,000 capital expenditure decrease/$30,000 borrowing decrease.**	Failed
4	f). Page 268/286 - Decrease Police Capital Equipment-License Plate Reader from $23,000 to $0 ($23,000 decrease) and increase TIF #8-Parking by $23,000 to be funded by TIF 8 parking carryforward. **Net Effect -$23,000 borrowing decrease (Alderman Kunz).**	Passed
4	g). Page 268 - Fund TIF #8-Marketing/Planning/Project Support of $10,000 with carry forward funds. **Net Effect -$10,000 borrowing decrease (Alderman Pollnow).**	Failed
4	h). Page 254/274 - Remove funding the cost Fox Valley Energy ($15,000) from Public Infrastructure Reserves and add. $50,000 for that cost to TIF #10 to be funded by various revenue sources. **Net Effect -$15,000 Public Infrastructure Use of Reserves decrease and $50,000 TIF #10-Other Revenue increase (Alderman Pollnow).**	Passed
1	i). Page 286 - Increase Police Capital Equipment-Sniper Rifle FLIR Optics from $0 to $10,000 ($10,000 increase). **Net Effect -$10,000 capital expenditure increase/$10,000 borrowing increase (Alderman Hillstrom).**	Passed

ALL FUNDS OPERATING/CAPITAL BUDGET

Specific Potential/Suggested Budget Amendments Identified by Mayor Kaufert (Budget Amendment Required).	Motion
a). Page 282 - Increase Parks Capital Facilities-Refurbish Pool Basin from $0 to $24,000 ($24,000 increase). **Net Effect -$24,000 capital expenditure increase/$24,000 borrowing increase.**	**Passed**
b). Page 282 - Increase Parks Capital Facilities-Castle Oak Playground from $60,000 to $80,000 ($20,000 increase). **Net Effect -$20,000 capital expenditure increase/$20,000 borrowing increase.**	**Passed**
c). Page 282 - Increase Parks Capital Facilities-Parks Playground Equipment from $15,000 to $25,000 ($10,000 increase). **Net Effect -$10,000 capital expenditure increase/$10,000 borrowing increase.**	**Passed**
d). Page 282 - Increase Parks Capital Facilities-Doty Park from $25,000 to $55,000 ($30,000 increase). **Net Effect -$30,000 capital expenditure increase/$30,000 borrowing increase.**	**Passed**
e). Page 289 - Increase Parks Capital Equipment-Replace Bleachers from $0 to $20,000 ($20,000 increase). **Net Effect -$20,000 capital expenditure increase/$20,000 borrowing increase.**	**Passed**
f). Page 256 - Increase Public Works General Street Resurfacing-Lincoln St. from $0 to $60,000 ($60,000 increase). **Net Effect -$60,000 capital expenditure increase/$60,000 borrowing increase.**	**Passed**
g). Page 257 - Increase Public Works Pavement Repair-Undesignated from $160,000 to $180,000 ($20,000 increase). **Net Effect -$20,000 capital expenditure increase/$20,000 borrowing increase.**	**Passed**
h). Page 281 - Increase Public Works Capital Facilities-Tullar Garage Floor from $40,000 to $100,000 ($60,000 increase). **Net Effect -$60,000 capital expenditure increase/$60,000 borrowing increase.**	**Passed**

Neenah
WISCONSIN
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DEAN R. KAUFERT
Mayor

October 23, 2015

Members of the Common Council and Community
City of Neenah
Neenah, Wisconsin

Dear President Stevenson, Honorable Council Members and Citizens,

It is my pleasure to present to you the 2016 Operating and Capital Budget. This budget was extremely challenging due to many factors which included flat revenues throughout the document, minimal growth in valuation, reduced recycling dollars from the state and commitments towards employee contracts. Challenging as it was, I'm very proud to provide a document that will continue to provide outstanding quality services to our residents.

Once again, I believe past prudent decisions by our elected local leaders have helped smooth the road for the future and make this budget achievable. This budget will continue to provide a path to maintain our fiscal discipline, while providing a great quality of living for our residents. Our ability to increase revenues is so dependent on growing the tax base so we can further invest in programs and initiatives that will help us grow our tax base and community. Choosing where to invest those dollars will pay off in future positive economic goals.

This year's budget goals have not changed dramatically from last year:

1. Continue to utilize our excellent staff and Council to improve our quality service.
2. Keeping the property tax levy for city purposes below the amount allowed by the state limit.
3. Set rates for municipal fees at or below their current level whenever possible.
4. Continue to provide quality services to the citizens of Neenah with the current number of city employees.
5. Evaluate the city's current array of services and focus on how those services can be enhanced while staying within the revenue and expenditure goals of this budget.

In essence, stay within the levy limits, keep expenditure increases within range to qualify for expenditure rate program, continue the tradition of paying off more than we borrow, maintain our infrastructure, and look for ways to enhance economic development opportunities to grow our tax base. I hope to continue the quality of life we enjoy here in Neenah while making sure we stay within the taxpayer's ability to pay.

October 26, 2015

Regarding the operating budget, our department heads identified needs of over $24.3 million for 2016. I am recommending a reduction from the requests of almost $685,090 leaving a final expenditure budget of $23,629,560 which is supported by a tax levy of $12.985 million. Including debt service, the proposed levy (subject to levy limit) is just over $16.27 million dollars, an increase of just under $232,000, or 1.45%.

Based on new growth, our allowable levy limit increase for 2016 was .85% which equates to $192,000. Unlike previous years we are forced to use all of the limit to support 2016 city operations

As proposed, the final assessed tax rate for property owners will go up by .57%. That translates to an increase in property taxes for city purposes of $9.24 per $1,000 of assessed valuation. This means the owner of a home assessed at $150,000 will see an increase in their taxes for city purposes of $7.86.

Let me first talk about some of the challenges faced while putting this document together.
Along with the strict levy limit requirements, total revenue from the state which includes Shared revenue, Expenditure Restraint Program, Computer Exemption Aid and Transportation dollars remained flat.

After first receiving horrible news regarding the cost of health insurance for 2016 we were fortunate to have Network offer our employees three options that keeps the cities cost fairly flat. We have been self-insured for some time now but our claims experience has increased and I have asked the HR Director to explore all options for the future.

Revenues from permits and fines continue to be flat with a downward trend, state shared revenue is constant and interest income is minimal. While the economy continues to improve and recent unemployment numbers show optimistic job opportunities, keeping taxes and fees to a minimum in this environment needs to continue to be a top priority.

One area of potential new revenue is the room tax that visitors pay. While all of our neighbor communities are at 6 % or higher we remain at 5 %. The state allows us to keep up to 30% of new room tax revenue. I have included a 1 % increase in the room tax in the document. This would generate an additional $50,000 in revenue the city could use to promote tourism and pay the costs of city sponsored events that help put heads in beds for our hotel industry. The discussion on the exhibition center may make my proposal a moot point as they are recommending all municipalities be uniform which would increase our room tax. This tax is mostly paid for by tourists and business travelers and not by our local citizens.

In addition an increase in the recycling fee is being proposed due to the State reducing our dollars by $47,000 from last year.

While this may seem daunting, the fact is we must spend wisely while laying the foundation for projects that will reap rewards in the future. Our downtown continues to do well and with the demise of Fox Valley Energy and the end of the lease we have an opportunity to look at ways to

enhance our downtown and possibly tax base. Everyday thousands of people come into our community to work or shop in Neenah. The groundwork has been laid to address our parking issues and strategy in 2016 to send a message that we want to provide for our small businesses, large national employer firms and other companies looking to come to Neenah to grow.

Our Community Development Department works hard at delivering projects and retaining our valued businesses. In 2016 we will begin to look at the South Commercial Street business corridor and ways to improve and refresh the area. In the previous budget dollars have been set aside for projects in TIF 10 and Site 7. Utilizing those dollars to begin assembling properties and developing infrastructure changes in the downtown area so future development projects materialize will strengthen our tax base.

Our public safety departments, notably Police and Fire services are in my mind two of our most important resources for our citizens. The fact that residents can feel safe at night knowing that if a member of their family needs help we can provide professional trained personnel that will answer the call to assist them when they most need it. Ongoing training is crucial to ensuring the highest qualified personnel are in these positions.

In a community like ours recreation and special events are important to help make our community great. An emphasis on continued management of our terrific parks and trail system will give folks the ability to spend time with friends, family and their children enjoying the outdoors without having to leave the boundaries. The "Loop the Lake Trestle Project" will begin to take shape and lead to an exciting and unique experience for our area residents and visitors. A 3.2 mile trail around Little Lake Butte des Morts will become a shining star in the region for young and old alike. We can thank the State of Wisconsin for allocating Stewardship dollars, Future Neenah's fundraising efforts and our taxpayers for collaborating on this exciting project. Director Eileen McCoy deserves our appreciation for the vision and hard work she is putting in on this project. This has the potential to be a huge tourism attraction that will bring folks in for the day.

One of our most important and necessary departments is our public works department. Our street and sanitation employees need the proper equipment to do the job in the most effective way possible. To that end I have brought forth in this budget a proposal to begin the phase-in of automated garbage collection in our community. I strongly believe that this will be more efficient way to provide this service. We are one of the few communities that has not switched over to this collection system in the area and Public Works was looking at doing this in future years. Director Kaiser has helped me lay out a plan that will convert one route to automated collection in 2016. My proposal will include the purchase of one new truck, the trade-in of one of our Kann collection trucks, and the conversion of one of our current trucks to handle automated collection. The city would also need to purchase 3,700 cart containers (one garbage and one recyclables) per household at a total capital cost of $613,000 to begin implementation. As I drive throughout the city I see a lot of needs to be done. However time and limited dollars prevent us from doing all that needs to be accomplished. I'm confident this will save time and dollars that can be redirected to other tasks needing to be addressed.

October 26, 2015

Other areas like Technology and IS services continue to see growth with the need to stay on top by upgrading our systems to improve our capabilities to better serve the users and the taxpayers.

Throughout our workforce ways to be more efficient is always the goal. One way to do that is to be more LEAN. That is why in this budget dollars have been allocated to expand on the initiative we began recently. The goal is to have more employees take this valuable training. In addition we will have employees trained as facilitators to help our teams to find better processes for improvement throughout city government.

Our employees are our most valuable asset. The budget provides for a 2% wage increase, however stipulates that 1% will be paid on January 1 and 1 % on July 1 thus saving some dollars in 2016. We also continue our efforts to provide some resources for mid-point adjustments, merit pay and exemplary performance awards that were started last year.

In order to meet the state imposed parameters of spending and expenditure restraint program slight reductions occurred in many areas of the budget from last year. Schools/Training/Conferences/Meetings were reduced in all areas and departments by 10% from last year's budget. Electricity-Street Lighting were held to 2015 actual spending and City-Wide electricity, natural gas and gas/oil will be reduced closer to 2015 actual numbers.

This budget is a collection of my priorities as our elected leader. It is by no means a perfect document and I welcome your suggestions and ideas to make it even better. I tried to listen to the staff's rationale and weigh that against all the priorities in the budget. This is a document that will have us continue to move forward and meet many of the needs of our community so that we do not fall behind. Many of the requests by departments while having merit unfortunately must be deferred due to budget constraints. Many hours have been spent reviewing line by line to insure that taxpayer's dollars are being spent wisely. There are many wants and needs in this budget. My purpose was to prioritize and determine the best solution. In many cases there are different ways to get to achieve similar outcomes. I welcome your input and ideas to enhance this document.

I want to thank Mike Easker and his staff in the Finance Department for helping me put together this budget. It is transparent and user friendly. I look forward to working with the Council and interested citizens to improve this document in the coming weeks.

Respectfully Submitted,

Dean R. Kaufert

Dean R. Kaufert
Mayor

City of Neenah
Wisconsin

2016
Operating Budget
and Capital Improvements Budget

Compiled by Department of Finance
Michael K. Easker, CPA, Director

Submitted by
Dean R. Kaufert, Mayor

CITY OF NEENAH
2016 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET

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CITY OF NEENAH
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City of Neenah

Budget Development and Management Process

The budget is a financial and operating plan that matches planned revenues and expenditures with the services provided City residents, businesses and industries based on established budgetary policies. It expresses in dollar amounts the City's work programs for the upcoming fiscal year. When adopted, it becomes a major guidance document for department managers for the operation of their various responsibilities, functions and activities. Strong efforts have been made to provide as complete information as practicable for budget analysis by the Common Council; to provide clear direction through budget detail to operating managers; and, to allow effective administrative overview and monitoring of activity expenditures.

The City's budget year coincides with the calendar year. By Statute, the Budget must include revenues and expenditures in a three-year comparison plus information on debt service, fund balances and other information deemed appropriate.

The budget document begins with a transmittal letter from the Mayor. This letter capsulizes the contents of the budget and major issues addressed during the budget development process. The Introductory and Summary Sections describe the budget process, give an overview of the City's organizational structure and present a summary of budget revenues and expenditures. All other sections include standard formatted details of specific resources, operations and special programs.

The City follows these procedures in developing, adopting, controlling and updating its annual budget for each fiscal calendar year:

Development/Adoption

1. The Mayor establishes budgetary objectives, targets and overall guidelines taking into account levels of services, economic conditions and Council and taxpayer expectations.

2. Each operating manager submits preliminary budget requests to the Mayor based on those guidelines, including expenditures, applicable revenues and goals and plans for the ensuing year. Requests are reviewed, amended and updated throughout the development process.

3. With staff input, the Mayor submits a total proposed budget to the Council which includes final department requests, Mayor's recommended expenditures and the means of financing them and required tax levy.

4. Copies of the proposed budget are made available for public review in the Neenah Public Library and by request from the Finance Department.

5. The Council schedules "open to the public" budget workshops with the Mayor and City staff. A formal Public Hearing is conducted to obtain public and taxpayer input. At the Public Hearing, all interested persons are given the opportunity to be heard for or against any service expenditure or revenue.

6. The budget, authorizing spending levels and adopting a tax levy, is legally enacted through passage of a Council resolution.

Control/Updating

1. The budget, as adopted, includes total expenditures for the General (operating), Debt Service, Special Revenue, Capital Projects and other funds as appropriate.

2. General (operating) Fund appropriations are made at the following major expenditure program levels:

   General Government
   Public Safety
   Public Works
   Community Development and Human Services
   Culture and Recreation
   Miscellaneous Other Uses

   All other funds are appropriated at the total expenditure level. Expenditures cannot exceed appropriations without approval of two-thirds of the Council and publication of a Class 1 Public Notice.

3. Internal City policies include additional budgetary controls beyond the legal level. Budget revisions and updating may take place during the course of the year to meet changing needs. Transfers to or from Salaries/Wages, Capital Outlay, between "departments" and major cost center accounts and from the Special Reserve and Escrows account require approval of the Finance and Personnel Committee and a two-thirds vote of the Council.

4. The budgets for all funds are utilized as policy guides and operating fiscal plans for department managers throughout the year.

5. Detailed budget condition reports are furnished monthly to all department managers. The Finance Director submits quarterly reports in writing to the Finance and Personnel Committee and Council and makes analyses of the fiscal condition of the City's various funds and appropriations and recommendations related thereto.

6. Appropriations and department budgets not encumbered by purchase orders, contracts or other formal obligation at year-end generally lapse and become available for reappropriation in the succeeding fiscal year.

7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

CITY OF NEENAH
DIRECTORY OF OFFICIALS
2015 – 2016

MAYOR
Dean R. Kaufert

PRESIDENT OF THE COUNCIL
Todd Stevenson

COUNCIL MEMBERS

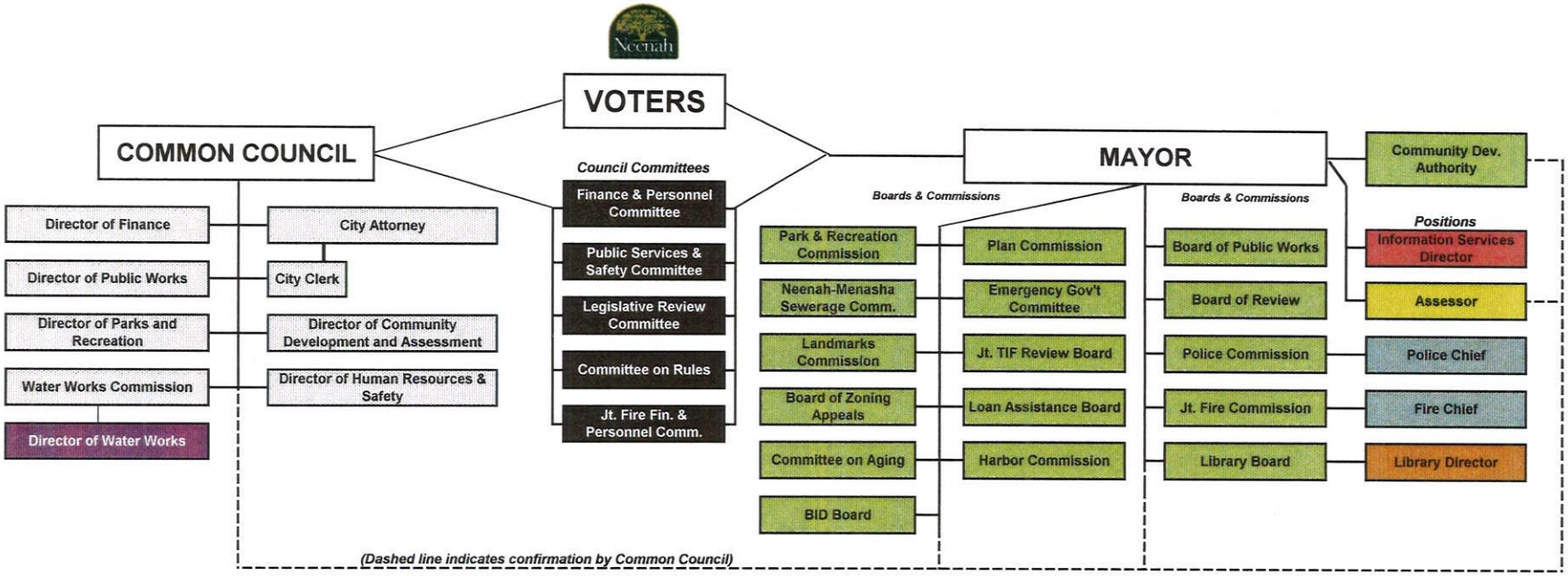
Aldermanic District 1:	Cari Lendrum
Aldermanic District 1:	William Pollnow, Jr.
Aldermanic District 1:	Shiloh Ramos
Aldermanic District 2:	Marge Bates
Aldermanic District 2:	Tami Erickson
Aldermanic District 2:	Christopher Kunz
Aldermanic District 3:	Todd Stevenson
Aldermanic District 3:	Lee Hillstrom
Aldermanic District 3:	Jane Lang

OFFICERS

Director of Finance	Michael K. Easker
City Attorney	James G. Godlewski
City Clerk	Patricia A. Sturn
Director of Human Resources and Safety	Heather C. Barber
Police Chief	Kevin Wilkinson
Fire Chief	Al Auxier
Director of Public Works and Utilities	Gerry Kaiser
Director of Community Development and Assessment	Chris A. Haese
Director of Library	Gretchen Raab
Director of Parks and Recreation	M. Eileen McCoy
Director of Information Systems	Joseph Wenninger
Director of Water Utility	Kent Taylor

STANDING FINANCE AND PERSONNEL COMMITTEE
Alderperson Shiloh Ramos (Chairman)
Alderperson William Pollnow, Jr. (Vice Chairman)
Alderperson Tami Erickson
Alderperson Christopher Kunz
Alderperson Todd Stevenson

STANDING PUBLIC SERVICES AND SAFETY COMMITTEE
Alderperson Lee Hillstrom (Chairman)
Alderperson Marge Bates (Vice Chairman)
Alderperson Jane Lang
Alderperson Cari Lendrum
Alderperson Todd Stevenson


VOTERS
COMMON COUNCIL
Director of Finance
Director of Public Works
Director of Parks and Recreation
Water Works Commission
Director of Water Works
City Attorney
City Clerk
Director of Community Development and Assessment
Director of Human Resources & Safety
Council Committees
Finance & Personnel Committee
Public Services & Safety Committee
Legislative Review Committee
Committee on Rules
Jt. Fire Fin. & Personnel Comm.
MAYOR
Boards & Commissions
Park & Recreation Commission
Neenah-Menasha Sewerage Comm.
Landmarks Commission
Board of Zoning Appeals
Committee on Aging
BID Board
Plan Commission
Emergency Gov't Committee
Jt. TIF Review Board
Loan Assistance Board
Harbor Commission
Boards & Commissions
Board of Public Works
Board of Review
Police Commission
Jt. Fire Commission
Library Board
Community Dev. Authority
Positions
Information Services Director
Assessor
Police Chief
Fire Chief
Library Director
(Dashed line indicates confirmation by Common Council)
= Appointed by Council
= Appointed by Mayor, confirmed by Council
= Appointed by Mayor
= Appointed by Mayor, 2/3 confirmation by Council
= Appointed by Police or Jt. Fire Commission
= Appointed by Library Board
= Appointed by the Water Works Commission

CITY OF NEENAH
2016 EXECUTIVE BUDGET
MAYOR RECOMMENDED

FUND	2015 Tax Levy Adopted	2016 Tax Levy Requested	% Increase (Decrease)	2016 Tax Levy Recommended	% Increase (Decrease)
General Fund Tax Levy	$12,807,860	$13,877,240	8.35%	$ 12,985,140	1.38%
Recycling Fund Tax Levy	0	0	0.00%	0	0.00%
Parking Utility Tax Levy	20,000	20,000	0.00%	0	-100.00%
Operating Tax Levy	**$12,827,860**	**$13,897,240**	**8.35%**	**12,985,140**	**1.23%**
Debt Service Fund Tax Levy (For Debt Authorized prior to July 2005)	2,800,000	2,800,000	n/a	2,800,000	n/a
Tax Levy Subject To Levy Limit Before Debt Adjustments	**$15,627,860**	**$16,697,240**	6.84%	**$15,785,140**	**1.01%**
Debt Service Fund (For Debt Authorized after July 2005) 2009-15 Tax Levy Increase	410,000	410,000	n/a	410,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	**$16,037,860**	**$17,107,240**	6.67%	**$16,195,140**	**0.98%**
Debt Service Fund (For Debt Authorized after July 2005) 2016 Tax Levy Increase	0	75,000	n/a	75,000	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	**$16,037,860**	**$17,182,240**	7.14%	**$16,270,140**	**1.45%**
City Property Assessed Value (final)	1,918,933,800	1,933,055,000	0.74%	1,937,529,000	0.97%
Assessed Tax Rate (Before TIF)	**$8.3577**	**$8.8886**	6.35%	**$8.3974**	**0.47%**
City Property Equalized Value	1,918,342,400	1,933,055,000	0.77%	1,933,055,000	0.77%
Equalized Tax Rate (Before TIF)	**$8.3603**	**$8.8886**	6.32%	**$8.4168**	**0.68%**
T.I.F. Districts Tax Levy	1,588,643	1,587,479	-0.07%	1,587,479	-0.07%
Total Tax Levy (After TIF)	**$ 17,626,503**	**$ 18,769,719**	6.49%	**$ 17,857,619**	**1.31%**
Assessed Tax Rate (After TIF)	**$9.1856**	**$9.7099**	5.71%	**$9.2167**	**0.34%**
Equalized Tax Rate (After TIF)	**$9.1884**	**$9.7099**	5.68%	**$9.2380**	**0.54%**

NOTE: * Budget Year 2016 Levy is proposed to be reduced by the application of $170,600 of General Fund Unassigned Reserve Fund Balance. This compares to the amount of $66,850 used to reduce the 2015 Budget Year Levy.

*** Tax Levy amount includes a Prior Year Levy Limit Carry Forward of $20,800.**

*** Tax Levy for Debt Service totals $3,285,000.**

2016 GENERAL FUND BUDGET

Requested Expenditures	$24,314,660
Requested Revenue - includes previous year's tax levy amount.	23,245,290
Deficit based upon Requests	**$1,069,370**

Expenditure Restraint Program (ERP)	
2015 G/F Adopted	$23,438,230
ERP Limit (.82%)	1.0082
2016 G/F Limit	23,630,423
Requested Exp.	24,314,660
Reductions Needed	$684,237

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Revenue

Revenue	*Amount*	*Description*
Increase Tax Levy Per Levy Limit	136,480	Use full amount available.
Prior Year Levy Limit Carry Forward	20,800	Use full amount available.
Increase Room Tax by 1%	15,000	Retain 30% of tax increase for operations.
Commercial Dumpster Program	(18,000)	Plan for reduction in participation.
Library Funds Carried Forward	4,400	Carpet Sweeper moved from Operations.
Funding Through Local Tourism Entity	35,000	Assist in funding local celebrations/events/activities.
Eliminate Parking Fund Levy	20,000	Based upon preliminary discussions.
General Fund Reserves	170,600	Approximately 75% of estimated 2015 surplus.
Total Revenue Increases	384,280	
Expenditures		
Recommended Expenditure Decreases	685,090	See Variable Cost Option Report.
Total Expenditures Decreases	685,090	
Total Recommended Budget Adjustments	**$1,069,370**	
Remaining Deficit	**$0**	

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

GENERAL FUND

GENERAL GOVERNMENT

ELECTED OFFICIALS

COMMON COUNCIL	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Schools/Training/Conferences/Meetings	$2,694	$2,500	$2,500	$2,250	Reduce by 10%.
Outside Services	0	200	200	200	Maintain 2015 level.
Outside Services-Televise Meetings	2,950	3,000	3,600	3,000	Reduce to 2015 level.
Small Program Packages	0	0	7,100	7,100	Legislative/Mobile Device Mgt.
Computer Hardware Outlay	0	0	4,900	4,900	10 i-Pad's for Elected Officials.

MAYOR

Schools/Training/Conferences/Meetings	1,038	1,500	1,500	1,350	Reduce by 10%.
Outside Services	0	150	0	150	Potential need for services, etc.
Public Relations	255	600	600	600	Maintain 2015 level.
City Newsletter	18,534	19,500	19,500	19,500	Maintain 2015 level.
LEAN Training Initiative	0	0	11,450	11,450	City-wide initiative for efficiency.

FINANCE DEPARTMENT

FINANCE OPERATIONS

Temporary Wages	1,264	3,000	2,500	2,500	Per department request.
Schools/Training/Conferences/Meetings	2,076	3,000	3,500	3,150	Reduce by 10%.
Small Equipment	1,264	500	500	500	Replacement needs.
Small Computer Hardware	0	500	500	500	Replacement needs.

ANNUAL AUDIT/GASB REQUIREMENTS

Temporary Wages	1,000	1,000	1,000	1,000	To meet staffing needs.
Audit Services	57,039	55,620	50,500	50,500	For 2015 audit per new contract.
Professional Services	0	3,000	3,000	3,000	Fund bi-annual OPEB report.

RISK MANAGEMENT

Schools/Training/Conferences/Meetings	58	100	300	270	Reduce by 10%.
Outside Services	3,600	3,600	3,600	3,600	Investigate liability claims.
Self-Insured Direct Liability Costs	60,000	60,000	75,000	70,000	Increase to fund recent claims.

PROPERTY DAMAGE

City Share - Deductible	11,704	20,000	20,000	20,000	Based on recent claims history.

PURCHASING/P-CARD

Temporary Wages	0	500	1,000	750	Smaller increase justified.

CENTRAL SERVICES

Small Equipment	0	100	200	200	Potential needs.

UTILITY BILLING

Schools/Training/Conferences/Meetings	95	500	500	450	Reduce by 10%.
Outside Services	3,653	3,500	3,600	3,600	Continue effort-effective service.

WATER UTILITY

Temporary Wages	2,000	1,500	1,500	1,500	Maintain 2015 level.
Schools/Training/Conferences/Meetings	0	0	500	450	Reduce by 10%.
Outside Services	0	0	200	200	Potential needs.

CAPITAL EQUIPMENT

Replace Mailing Machine	0	0	6,550	6,550	Necessary replacement.
New Folding/Inserting Machine	0	0	4,550	4,550	Replacement for failing equip.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

DEPT OF LEGAL AND ADMIN SERVICE

CITY ATTORNEY OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Schools/Training/Conferences/Meetings	3,543	4,000	4,200	3,780	Reduce by 10%.
Outside Services	113	250	100	100	Per department request.
Small Program Packages	150	150	150	150	Maintain 2015 level.
Small Equipment	0	100	100	100	Maintain 2015 level.
Small Computer Hardware	0	150	100	100	Per department request.

EXTERNAL LEGAL SERVICES

All Outside Services	14,220	14,220	14,500	14,500	Slight increase justified.
Professional Services	182	2,000	1,500	1,500	Maintain 2015 level.

CABLE TELEVISION

Outside Services - Franchise Renewal	0	250	250	250	Maintain 2015 level.

CITY CLERK

Schools/Training/Conferences/Meetings	3,585	3,500	3,500	3,150	Reduce by 10%.
Outside Services	6,303	6,500	6,500	6,500	Maintain 2015 level.
Small Program Packages	60	400	300	300	Per department request.
Small Equipment	0	300	1,800	1,800	Equipment needs justified.
Small Computer Hardware	0	200	60	60	Per department request.

ELECTIONS

Temporary Wages	35,572	15,000	45,000	45,000	Two more elections in 2016.
Schools/Training/Conferences/Meetings	13	300	300	270	Reduce by 10%.
Outside Services	6,971	6,000	15,000	15,000	Two more elections in 2016.
Building Rental	1,120	1,200	2,400	2,400	Two more elections in 2016.
Small Equipment	0	1,500	1,500	1,500	Equipment needs justified.

BOARD OF REVIEW

Outside Services	12	1,000	1,000	1,000	Maintain 2015 level.

DEPT OF HUMAN RESOURCES AND SAFETY

HUMAN RESOURCES/SAFETY

Temporary Wages	7,112	9,000	11,780	11,780	To meet staffing needs.
Schools/Training/Conferences/Meetings	303	4,000	4,000	2,700	Reduce by 10% + LEAN training
Advertising/Publication	6,104	6000	8,000	7,500	Budget constraints.
Outside Services - EAP/HR Hotline	4,930	5,500	5,500	5,500	Maintain 2015 level.
Outside Serv - Non-Rep Salary Plan	17,243	2,500	2,500	2,500	Maintain 2015 level.
Small Computer Hardware	8	100	100	100	Maintain 2015 level.

CITY ADMINISTRATIVE BUILDING

BUILDING OPERATIONS

Outside Services	31,372	30,000	50,000	40,000	Additional cleaning services.
Small Equipment	578	1,500	1,500	1,500	Equipment needs justified.
Small Computer Hardware	0	250	250	250	Maintain 2015 level.
Office Furniture/Equipment	2,524	3,000	4,000	3,500	Budget constraints.
Other Equipment	4,149	3,000	4,000	3,500	Budget constraints.
Outside Services-Training Ctr./Fire 31	0	0	500	500	Previously FVTC responsibility.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

PUBLIC SAFETY

POLICE DEPARTMENT

POLICE OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Additional Police Officer w/Fringes	0	0	80,810	0	Re-evaluate in October 2016.
New Evidence Room Clerk w/Fringes	0	0	30,190	0	Re-evaluate in October 2016.
Temporary Wages	694	2,000	2,000	2,000	Maintain 2015 level.
Regular Overtime	287,690	270,000	310,000	310,000	Approved increase based on deferring added staffing levels.
Regular Overtime - Fringes (24%)	69,050	64,800	74,400	74,400	See above.
Grant Overtime (Grant Funded)	9,122	10,000	24,000	24,000	Grant justifies service.
Grant Overtime - Fringes (Levy Funded)	2,152	2,150	5,090	5,090	Grant justifies service.
Schools/Training/Conferences/Meetings	33,124	28,300	34,000	30,600	Reduce by 10%.
Employee Schooling Reimbursement	300	1,000	1,200	1,200	Based on usage
Protective Vest Replacement Fund	4,000	6,000	8,000	8,000	Replacement/New hires.
Care of Prisoners	9,883	9,000	9,000	9,000	Maintain 2015 level.
Outside Software Services	5,809	9,570	9,570	8,610	Reduce by 10%.
Outside Services	16,056	21,000	21,000	18,900	Based on recent history.
In-House Printing	253	1,200	2,000	1,000	Based on recent history.
Books and Periodicals	734	1,600	1,600	1,000	Based on recent history.
Photography Supplies	608	3,580	3,580	2,000	Based on recent history.
Public Relations/Services	2,544	4,000	4,000	3,600	Reduce by 10%.
Small Program Packages	2,286	3,500	3,500	3,500	Maintain 2015 level.
Small Equipment	9,196	9,000	9,200	9,000	Budget constraints.
Small Computer Hardware	29,573	12,000	12,240	12,000	Budget constraints.

POLICE FIRING RANGE

Schools/Training/Conferences/Meetings	95	400	400	360	Reduce by 10%
Targets & Ammunition	18,956	20,000	20,000	18,000	Budget constraints.

SCHOOL LIAISON PROGRAM

Overtime	22,135	24,480	25,000	25,000	75% school funded.
Overtime - Fringes (24%)	5,313	5,880	6,000	6,000	75% school funded.
Schools/Training/Conferences/Meetings	1,781	2,100	2,100	1,890	Reduce by 10%
Outside Services	0	50	50	50	75% school funded.

CROSSING GUARDS

Temporary Wages	57,050	64,400	64,400	64,400	Includes .50/hr raise in Nov '16.

CSO/ANIMAL CONTROL

Temporary Wages	29,701	30,350	30,350	30,350	Maintain 2015 level.
Outside Services	15,600	15,600	15,000	15,000	Contract w/Animal Shelter.
Professional Services	730	500	500	500	Animal welfare if needed.

K-9 PROJECT

Professional Services	106	500	500	500	Maintain 2015 level.
All Other Equipment	0	2,000	2,000	2,000	Necessary equipment.
Kennel Facility	200	1,300	1,300	1,300	Maintain 2015 level.

CAPITAL EQUIPMENT

Motor Vehicle Replacement Fund	135,000	0	0	0	Replacement Fund eliminated.
Office Furniture and Equipment	688	2,000	2,500	2,000	Budget constraints.
Computer Software	0	7,500	0	0	Per department request.
Computer Hardware	0	5,040	9,150	9,150	Necessary programs.
Communication Equipment	0	0	4,050	4,050	Necessary equipment.
Automated External Defibrillators (2)	4,000	4,000	4,000	2,000	Reduce purchase to 1 AED.
X-26 Taser (6)	2,200	2,200	6,600	0	All 19 purchased in 2015.
Mobile Fingerprint Scanner	0	0	2,000	2,000	Delayed from 2015.

POLICE COMMISSION

Outside Services	4,772	5,000	7,000	7,000	Medical screening for new hires.
Advertising & Publication	0	400	400	400	Maintain 2015 level.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

PUBLIC SAFETY

POLICE DEPARTMENT

POLICE OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Additional Police Officer w/Fringes	0	0	80,810	0	Re-evaluate in October 2016.
New Evidence Room Clerk w/Fringes	0	0	30,190	0	Re-evaluate in October 2016.
Temporary Wages	694	2,000	2,000	2,000	Maintain 2015 level.
Regular Overtime	287,690	270,000	310,000	310,000	Approved increase based on deferring added staffing levels.
Regular Overtime - Fringes (24%)	69,050	64,800	74,400	74,400	See above.
Grant Overtime (Grant Funded)	9,122	10,000	24,000	24,000	Grant justifies service.
Grant Overtime - Fringes (Levy Funded)	2,152	2,150	5,090	5,090	Grant justifies service.
Schools/Training/Conferences/Meetings	33,124	28,300	34,000	30,600	Reduce by 10%.
Employee Schooling Reimbursement	300	1,000	1,200	1,200	Based on usage
Protective Vest Replacement Fund	4,000	6,000	8,000	8,000	Replacement/New hires.
Care of Prisoners	9,883	9,000	9,000	9,000	Maintain 2015 level.
Outside Software Services	5,809	9,570	9,570	8,610	Reduce by 10%.
Outside Services	16,056	21,000	21,000	18,900	Based on recent history.
In-House Printing	253	1,200	2,000	1,000	Based on recent history.
Books and Periodicals	734	1,600	1,600	1,000	Based on recent history.
Photography Supplies	608	3,580	3,580	2,000	Based on recent history.
Public Relations/Services	2,544	4,000	4,000	3,600	Reduce by 10%.
Small Program Packages	2,286	3,500	3,500	3,500	Maintain 2015 level.
Small Equipment	9,196	9,000	9,200	9,000	Budget constraints.
Small Computer Hardware	29,573	12,000	12,240	12,000	Budget constraints.

POLICE FIRING RANGE

Schools/Training/Conferences/Meetings	95	400	400	360	Reduce by 10%
Targets & Ammunition	18,956	20,000	20,000	18,000	Budget constraints.

SCHOOL LIAISON PROGRAM

Overtime	22,135	24,480	25,000	25,000	75% school funded.
Overtime - Fringes (24%)	5,313	5,880	6,000	6,000	75% school funded.
Schools/Training/Conferences/Meetings	1,781	2,100	2,100	1,890	Reduce by 10%
Outside Services	0	50	50	50	75% school funded.

CROSSING GUARDS

Temporary Wages	57,050	64,400	64,400	64,400	Includes .50/hr raise in Nov '16.

CSO/ANIMAL CONTROL

Temporary Wages	29,701	30,350	30,350	30,350	Maintain 2015 level.
Outside Services	15,600	15,600	15,000	15,000	Contract w/Animal Shelter.
Professional Services	730	500	500	500	Animal welfare if needed.

K-9 PROJECT

Professional Services	106	500	500	500	Maintain 2015 level.
All Other Equipment	0	2,000	2,000	2,000	Necessary equipment.
Kennel Facility	200	1,300	1,300	1,300	Maintain 2015 level.

CAPITAL EQUIPMENT

Motor Vehicle Replacement Fund	135,000	0	0	0	Replacement Fund eliminated.
Office Furniture and Equipment	688	2,000	2,500	2,000	Budget constraints.
Computer Software	0	7,500	0	0	Per department request.
Computer Hardware	0	5,040	9,150	9,150	Necessary programs.
Communication Equipment	0	0	4,050	4,050	Necessary equipment.
Automated External Defibrillators (2)	4,000	4,000	4,000	2,000	Reduce purchase to 1 AED.
X-26 Taser (6)	2,200	2,200	6,600	0	All 19 purchased in 2015.
Mobile Fingerprint Scanner	0	0	2,000	2,000	Delayed from 2015.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

POLICE COMMISSION

Outside Services	4,772	5,000	7,000	7,000	Medical screening for new hires.
Advertising & Publication	0	400	400	400	Maintain 2015 level.

FIRE DEPARTMENT

Neenah/Menasha Fire Rescue Budget)	*59.60%* 2014 ACTUAL	*60.55%* 2015 BUDGET	*60.01%* 2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Regular Overtime	65,850	62,000	72,010	72,010	Add'l train inspect/arson investig.
Regular Overtime - Fringes (23%)	15,150	14,260	16,560	16,560	Add'l train inspect/arson investig.
Schools/Training/Conferences/Meetings	4,410	10,500	10,410	9,370	Reduce by 10%
Outside Services	6,480	10,600	9,600	9,600	Fiber optics for Station 31/32.
Professional Services	3,710	15,140	12,000	10,000	No chest x-rays in 2016.
Public Relations	1,810	2,000	2,520	2,520	Increased programming.
Small Equipment	1,940	5,450	5,400	5,400	Necessary replacement.
Small Computer Hardware	410	370	360	360	Maintain 2015 level.
Personal Protective Equipment	16,630	21,190	24,000	24,000	Increase due to SCBA training.
Training Supplies	10	1,210	1,200	1,200	Maintain 2015 level.
Office Furniture/Equipment (4 Stations)	0	1,510	1,500	1,500	Maintain 2015 level.
Portable Radio Maintenance	360	2,420	2,400	2,400	Maintain 2015 level.
Computer Software	2,930	2,720	2,700	2,700	Maintain 2015 level.
Computer Hardware	970	3,150	5,710	5,710	Firehouse equipment needed.
Firefighting Equipment/Hoses/Nozzles	7,010	9,080	12,000	12,000	Replacements justified.
Household Purchases	3,000	3,030	3,300	3,000	Maintain 2015 level.

BUILDINGS (100% City of Neenah Cost)

Maintenance of Buildings	20,942	28,500	28,500	28,500	Maintain 2015 level.

SPECIAL OPERATIONS RESPONSE TEAM

Overtime	7,520	5,510	5,460	5,460	Maintain 2015 level.
Small Tools	0	420	300	300	Maintain 2015 level.
Personal Protective Equipment	0	300	150	150	Maintain 2015 level.

DIVING RESCUE PROGRAM

Overtime	2,140	2,000	3,600	3,000	Reduce to 50% increase.
Schools/Training/Conferences/Meetings	0	1,000	990	890	Reduce by 10%.
All Other Equipment	530	1,000	990	990	Maintain 2015 level.

JOINT FIRE COMMISSION

Advertising & Publication	0	1,510	1,500	1,500	Maintain 2015 level.
Outside Services	730	2,300	2,280	2,280	Maintain 2015 level.

EMERGENCY GOVERNMENT (100% City of Neenah Cost)

Schools/Training/Conferences/Meetings	500	500	500	450	Reduce by 10%.
Outside Services	1,000	1,000	1,000	750	Budget constraints.
Small Equipment	50	50	50	50	Maintain 2015 level.

SPECIAL RESERVES & ESCROW

Non-Rep Wages/Fringes (2% 1/1/16)	0	4,000	10,920	8,190	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	28,700	58,610	0	Move to Network Health Plan.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

PUBLIC WORKS

DEPT OF PUBLIC WORKS

ADMINISTRATION/ENGINEERING	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Temporary Wages	13,660	15,200	15,200	15,200	Maintain 2015 level.
Schools/Training/Conferences/Meetings	480	1,100	1,500	1,350	Reduce by 10%.
Outside Services	0	200	200	200	Maintain 2015 level.
Professional Services	250	1,500	1,000	1,000	Maintain 2015 level.
Small Program Packages	0	500	500	500	Maintain 2015 level.
Small Equipment	0	0	0	0	Maintain 2015 level.
Small Computer Hardware	100	200	100	100	Maintain 2015 level.
Office Furniture & Equipment	0	100	100	100	Maintain 2015 level.
Computer Software Outlay	0	500	500	500	Maintain 2015 level.
Computer Hardware Outlay	278	500	500	500	Maintain 2015 level.
Other Equipment	0	100	100	100	Maintain 2015 level.

OPERATIONS					
Overtime	86,656	69,000	69,000	69,000	Based on historical trends.
Temporary Wages	6,106	5,000	5,000	6,600	Add hours for City beautification.
Schools/Training/Conferences/Meetings	0	830	650	600	Reduce by 10%.
Outside Services - Tullar Garage	7,950	3,500	3,500	3,500	Necessary expense.
Outside Services - Cecil St. Garage	155	200	200	200	Maintain 2015 level.
Outside Services - Refuse Collection	2,881	1,300	1,300	1,300	Maintain 2015 level.
Tipping Fees - Refuse Collection	251,562	250,000	266,000	266,000	$1 per ton increase.
Commercial Dumpsters - Refuse Coll.	86,338	90,000	80,000	60,000	Plan for reduction in participation
Large Item Dumpster Pulls - Refuse Coll	41,441	35,000	36,000	36,000	Necessary expense.
Outside Serv.-San. Sewers/Lift Stations	30,808	40,000	40,000	36,000	Based on recent history.
Prof. Services-San. Sewers/Lift Stations	2,140	2,000	2,000	2,000	Maintain 2015 level.
Equip. Rental-San. Sewers/Lift Stations	0	5,000	5,000	4,000	Based on recent history.
Outside Services - TV San. Sewer Insp.	43,796	45,000	45,000	45,000	Based on recent history.
Prof. Services - TV San. Sewer Insp.	0	1,000	1,000	1,000	Maintain 2015 level.
Equip. Rental - TV San. Sewer Insp.	0	2,000	2,000	2,000	Maintain 2015 level.
Outside Services - Street Maintenance	28,272	46,500	50,000	45,000	Based on recent history.
Outside Services - Snow & Ice Removal	6,644	3,500	3,500	3,500	Maintain 2015 level.
Outside Services - Traffic Control	42,185	43,000	45,000	45,000	Based on recent history.
Electricity-Street Lights/2015=est actual	564,426	570,000	580,000	568,400	2% Reduction.
Outside Services - Street Lighting	4,231	5,000	5,000	5,000	Maintain 2015 level.
Small Equipment	1,074	2,000	1,750	1,750	Slight increase justified.
Office Furniture & Equipment	102	350	350	350	Maintain 2015 level.
Communication Equipment	225	1,500	1,500	1,500	Maintain 2015 level.
Maintenance Equipment	3,113	3,500	3,500	3,500	Maintain 2015 level.
All Other Equipment	1,350	1,500	1,500	1,500	Maintain 2015 level.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

CULTURE & RECREATION

PARK/RECREATION

OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Overtime	14,119	12,630	12,770	12,770	Slight increase justified.
Temporary Wages	282,623	279,620	289,680	289,680	Programs funded by fees.
Schools/Training/Conferences/Meetings	5,681	4,320	3,770	3,400	Reduce by 10%.
Outside Services - Muni Pool	11,608	11,590	11,590	11,590	Maintain 2015 level.
Other Services - Sports Clinics	14,646	14,000	12,000	12,000	Per department request.
Other Services - Programs	57,148	53,370	52,500	52,500	Per department request.
Professional Services	1,333	450	1,100	1,100	Increase justified.
Small Equipment	1,408	4,200	4,200	4,200	Equipment needs justified.
Small Computer Hardware	1,059	300	500	500	Needs justified.
Equipment Replacement Fund	21,000	0	0	0	Replacement Fund eliminated.

CELEBRATIONS/COMMEMORATIONS

4TH OF JULY/COMMUNITYFEST

Overtime	2,029	4,450	4,000	4,000	Request justified.
Temporary Wages	606	800	800	800	Request justified.
Outside Services - Fireworks	30,000	30,000	30,000	30,000	Maintain support.

OTHER CELEBRATIONS/COMMEMORATIONS

Overtime	753	3,320	1,000	1,000	Necessary expense.
Outside Services - Concerts	8,086	7,300	7,300	7,300	Maintain support.

PUBLIC LIBRARY

OPERATIONS

Temporary Wages	56,528	42,000	48,000	48,000	Department staff restructuring.
Schools/Training/Conferences/Meetings	5,594	5,000	4,500	4,050	Reduce by 10%.
Credit/Debit Card Charges	935	1,000	1,000	1,000	Based on usage.
Outside Services	14,307	12,000	23,000	23,000	Department staff restructuring.
Collection Services	3,804	4,000	3,800	3,800	Per department request.
Library Books and Materials	295,067	295,000	286,000	286,000	$9,000 to Electronic Materials.
Electronic Materials	0	0	9,000	9,000	$9,000 from Books & Materials.
Small Program Packages	957	1,000	1,000	1,000	Maintain 2015 level.
Small Equipment	2,141	3,000	2,500	2,500	Needs justified.
Maint. Equipment- Carpet Sweeper	0	0	4,400	0	Move to Funds Carried Forward.

WALS COMPUTERIZATION

Other Services	1,901	2,000	1,300	1,300	Per department request.
Outside Services	133,150	149,000	157,000	157,000	Increase per Winnefox.

SPECIAL RESERVES & ESCROW

Non-Rep Wages/Fringes (2% 1/1/16)	0	0	30,850	16,110	1% - 1/1/16 & 1% - 7/1/16
Health Insurance Increase (10%)	0	0	8,280	0	Move to Network Health Plan

FUNDS CARRIED FORWARD

Maintenance of Buildings	1,596	0	0	0	None requested.
Outside Services	21,435	2,500	0	0	None requested.
Library Books and Materials	0	9,000	0	0	None requested.
Electronic Materials	0	0	9,000	9,000	Previous yrs. Funds carried forw.
Office Furniture-Chairs/Bariatric Chairs	0	0	10,000	10,000	Previous yrs. Funds carried forw.
Maint. Equipment- Carpet Sweeper	0	0	0	4,400	Moved from levy funded
All Other Equipment	0	4,400	0	0	None requested.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT

OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Temporary Wages	2,556	4,500	6,000	6,000	Request justified.
Schools/Training/Conferences/Meetings	422	500	500	450	Reduce by 10%.
Outside Services	545	0	7,500	0	Move to Redevelopment Fund.
Small Program Packages	0	2,000	1,000	1,000	Per department request.
Small Equipment	40	200	550	550	Necessary expense.
Small Computer Hardware	585	200	200	200	Necessary expense.

INSPECTIONS

Temporary Wages	5,617	5,500	6,000	6,000	To meet staffing needs.
Schools/Training/Conferences/Meetings	1,120	1,500	1,200	1,080	Reduce by 10%.

WEIGHTS AND MEASURES

Schools/Training/Conferences/Meetings	267	500	550	500	Reduce by 10%.
Outside Services	113	350	350	350	Maintain 2015 level.
Professional Services	0	50	50	50	Maintain 2015 level.
Small Equipment	797	250	250	250	Maintain 2015 level.
Small Computer Hardware	0	50	50	50	Maintain 2015 level.

ASSESSOR

Temporary Wages	0	600	800	800	To meet staffing needs.
Schools/Training/Conferences/Meetings	270	1,200	1,400	1,260	Reduce by 10%.
Outside Services - Statutory Assessor	46,177	33,000	33,500	33,500	Department fully staffed.

LANDMARK OPERATIONS

Schools/Training/Conferences/Meetings	0	200	100	90	Reduce by 10%.
Outside Services	1,359	600	600	600	Maintain 2015 level.

SUSTAINABLE NEENAH

Schools/Training/Conferences/Meetings	0	0	0	0	No needs identified.

COMMUNITY DEVELOPMENT AUTHORITY

Schools/Training/Conferences/Meetings	0	90	100	90	Reduce by 10%.
Outside Services	0	100	100	100	Maintain 2015 level.
Facility Maintenance - Gateway Plaza	13,368	5,000	5,000	5,000	Maintain 2015 level.

DIAL-A-RIDE

City Subsidy to Valley Transit	12,000	12,000	12,000	12,000	Continue same support level.

MASS TRANSIT

City Subsidy to Valley Transit	44,860	79,340	82,050	82,050	Includes Connector service.

YMCA SENIOR FRIENDS PROGRAM

City Subsidy to YMCA	13,670	13,950	14,230	14,230	Slight increase justified.

CITY OF NEENAH
2016 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

SPECIAL OPERATIONS

HARBOR COMMITTEE	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Overtime	0	100	100	100	Maintain 2015 level.
Outside Services	4,150	7,500	5,000	5,000	Weed cutting/2016 grant.

OAK HILL CEMETERY

Temporary Wages	28,471	28,620	26,500	26,500	Slight decrease per request.
Overtime	3,121	1,750	3,100	3,100	Potential need for St. Mary's.
Outside Services	17	100	100	100	Maintain 2015 level.
Small Equipment	0	750	750	750	Maintain 2015 level.
Equipment Replacement Fund	3,500	0	0	0	Replacement Fund eliminated.

CITY-WIDE FORESTRY

Overtime	600	600	1,370	1,200	Reduce increase slightly.
Temporary Wages	950	950	1,000	1,000	To meet staffing needs.
Schools/Training/Conferences/Meetings	500	500	500	450	Reduce by 10%
Tree Planting & Landscape/R.O.W.	12,000	12,000	12,000	12,000	Continue program at same level.
Tree Planting & Landscape/Parks	2,850	2,850	3,000	3,000	Continue program at same level.
Outside Services	500	500	500	500	Maintain 2015 level.
Small Equipment	1,030	1,030	930	930	Per department request.

INVASIVE SPECIES CONTROL

Overtime	0	0	200	200	To meet growing needs.
Temporary Wages	100	100	1,000	1,000	To meet growing needs.

TAX REFUNDS

Funding for Property Tax Refunds	5,000	5,000	10,000	7,500	Increase to fund recent claims.

SPECIAL RESERVES AND ESCROW/MULTI-DEPARTMENTAL

Non-Rep Wage/Fringe (2% 1/1/16)	0	0	104,220	78,160	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	0	173,440	0	Move to Network Health Plan.
Non-Rep Wage/Fringe - Mid-Point Adj.	0	0	59,250	14,810	Make effective 10/1/16.
Non-Rep Wage/Fringe - Grade Adj.	0	0	33,180	0	Carryforward from 2015.
City-Wide Electricity/2015 is Est. Actual	295,577	300,790	306,710	300,570	2% reduction.
City-Wide Nat. Gas/2015 is Est. Actual	99,194	78,480	85,200	76,680	10% reduction.
City-Wide Gas/Oil/2015 is Est. Actual	272,619	223,090	236,230	222,050	6% reduction.
City-Wide Printing/Copying	36,977	39,040	38,400	31,000	New vendor contract.
City-Wide Internal I/S Services	532,268	618,950	667,890	589,490	Budget I/S operating costs only.

					General Fund Reductions
TOTAL GENERAL FUND	**$4,919,801**	**$4,886,770**	**$5,809,880**	**$5,124,790**	**$685,090**

CITY OF NEENAH
2016 EXECUTIVE BUDGET
NON-GENERAL FUND CITY OPERATIONS
VARIABLE COST OPTIONS

INFORMATION SYSTEMS INTERNAL SERVICE FUND

I/S OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Temporary Wages	4,061	8,500	8,000	8,000	Maintain 2015 level.
Schools/Training/Conferences/Meetings	7,886	7,100	8,500	7,650	Reduce by 10%
Outside Services	500	500	500	500	Maintain 2015 level.
Outside Software Services	12,067	10,000	12,000	12,000	Increase justified.
Small Program Packages	769	1,250	1,250	1,250	Maintain 2015 level.
Small Computer Hardware	2,880	1,500	1,500	1,500	Maintain 2015 level.
Printing/Copying Contract	41,263	42,000	42,000	33,050	New vendor contract.
GEOGRAPHIC INFORMATION SYSTEMS					
Schools/Training/Conferences/Meetings	696	1,750	1,700	1,530	Reduce by 10%
Outside Services	500	500	200	200	Maintain 2015 level.
Small Program Packages	750	750	500	500	Maintain 2015 level.
Small Computer Hardware	500	500	500	500	Maintain 2015 level.
TRAINING/REDUNDANT DATA CENTER					
Electricity	0	0	4,080	4,080	New location.
Natural Gas	0	0	480	480	New location.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages/Fringes (2% 1/1/16)	0	0	8,570	6,430	1% - 1/1/16 & 1% - 7/1/16
Health Insurance Increase (10%)	0	0	9,440	0	Move to Network Health Plan
CAPITAL OUTLAY					
Computer Software Outlay	21,140	12,550	10,000	10,000	Per requested list.
Computer Hardware Outlay	30,902	10,900	17,500	17,500	Per requested list.
					I/S Fund Reductions
TOTAL I/S FUND-OPTIONS	**$123,914**	**$97,800**	**$126,720**	**$105,170**	**$21,550**

RECYCLING SPECIAL REVENUE FUND

CURBSIDE COLLECTION					
Overtime	63	150	150	150	Maintain 2015 level.
Outside Services	0	0	1,000	1,000	Necessary service per dept.
Gasoline & Oil	45,123	38,000	33,000	31,020	6% Reduction.
DROP-OFF SITE					
Temporary Wages	11,910	12,000	13,000	14,000	Expand to Sunday hours.
Outside Services	23,996	300	300	300	Maintain 2015 level.
Gasoline & Oil	1,015	1,000	500	470	6% Reduction.
YARD WASTE					
Overtime	500	500	200	200	Historic costs.
Outside Services	238	200	300	300	Historic costs.
Small Tools	0	100	100	100	Historic costs.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages/Fringes (2% 1/1/16)	0	0	4,490	3,370	1% - 1/1/16 & 1% - 7/1/16
Health Insurance Increase (10%)	0	0	6,010	0	Move to Network Health Plan
					Recycling Fund Reductions
TOTAL RECYCLING FUND-OPTIONS	**$82,845**	**$52,250**	**$59,050**	**$50,910**	**$8,140**

CITY OF NEENAH
2016 EXECUTIVE BUDGET
NON-GENERAL FUND CITY OPERATIONS
VARIABLE COST OPTIONS

MOTOR POOL INTERNAL SERVICE FUND

OPERATIONS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Schools/Training/Conferences/Meetings	0	350	350	320	Reduce by 10%.
Outside Services	2,193	800	1,100	1,100	Increase justified.
Small Equipment	267	300	300	300	Maintain 2015 level.
Gasoline & Oil	3,280	3,000	2,700	2,540	6% Reduction.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages/Fringes (2% 1/1/16)	0	0	6,760	5,070	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	0	8,660	0	Move to Network Health Plan.
					Motor Pool Fund Reductions
TOTAL MOTOR POOL-OPTIONS	**$5,740**	**$4,450**	**$19,870**	**$9,330**	**$10,540**

PARKING UTILITY FUND

PARKING ENFORCE/METERS/LOTS	2014 ACTUAL	2015 BUDGET	2016 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Outside Services-Enforcement	3,400	2,000	3,000	3,000	Enhanced enforcement.
Gasoline & Oil - Enforcement	2,420	1,500	1,500	1,410	6% Reduction.
Outside Services - Parking Meters	0	500	500	250	Less meters.
Overtime - Parking Lots	9,021	10,000	5,000	5,000	50% reduction.
Outside Services - Parking Lots	5,918	3,500	4,000	4,000	Necessary services.
Rental - Parking Lots	27,538	45,030	24,700	24,700	Contractural obligation.
Gasoline & Oil - Parking Lots	4,257	2,000	3,000	2,820	6% Reduction.
Outside Services - Canal Ramp	23,835	20,000	20,000	20,000	Needed upkeep.
Professional Services - Canal Ramp	0	250	250	250	Maintain 2015 level.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages/Fringes (2% 1/1/16)	0	0	1,330	1,000	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	0	2,440	0	Move to Network Health Plan.
					Parking Fund Reductions
TOTAL PARKING UTILITY-OPTIONS	**$ 76,389**	**$ 84,780**	**$ 65,720**	**$ 62,430**	**$3,290**

CITY OF NEENAH
2016 EXECUTIVE BUDGET
NON-GENERAL FUND CITY OPERATIONS
VARIABLE COST OPTIONS

STORM WATER UTILITY FUND

STORM WATER OPERATIONS

Overtime	34,025	29,200	25,600	25,600	Per department request.
Training/Conferences/Meetings	380	1,550	1,300	1,170	Reduce by 10%.
Outside Services - Sewer Operation	16,625	10,000	10,000	10,000	Maintain 2015 level.
Prof. Services - Sewer Operation	1,624	5,000	5,000	5,000	Maintain 2015 level.
Outside Services - TV Storm Sewers	12,264	10,000	10,000	10,000	Maintain 2015 level.
Prof. Services - TV Storm Sewers	0	500	500	500	Maintain 2015 level.
Outside Services - Slough Control	0	900	500	500	Per department request.
Outside Services - Street Cleaning	6,536	7,500	1,000	1,000	Per department request.
Outside Services - Snow Hauling	0	3,000	1,500	1,500	Per department request.
Outside Services - Erosion Control Insp.	0	1,000	1,000	1,000	Maintain 2015 level.
Outside Services - Detention Ponds	27,627	45,000	40,000	40,000	Based on historical data.
Professional Services - Detention Pond	16,598	20,000	20,000	20,000	Ongoing services needed.
Outside Services - Leaf Collection	188	2,000	1,000	1,000	Per department request.
Gasoline & Oil	36,751	32,800	35,300	33,180	6% Reduction.
Small Equipment	421	100	100	100	Maintain 2015 level.

SPECIAL RESERVES & ESCROW

Non-Rep Wages/Fringes (2% 1/1/16)	0	0	6,620	4,960	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	0	8,940	0	Move to Network Health Plan.

					Storm Water Reductions
TOTAL STORM WATER-OPTIONS	**$ 153,039**	**$ 168,550**	**$ 168,360**	**$ 155,510**	**$12,850**
					Total Cost Reductions
TOTAL OPERATING-OPTIONS	**$5,361,728**	**$5,294,600**	**$6,249,600**	**$5,508,140**	**$741,460**

CITY OF NEENAH
2016 OPERATING BUDGET
CALCULATION OF TAX LEVY LIMIT

Operating Budget Levy Limit Calculation		Tax Levy	%
2016 Budget Operating Levy Subject to Levy Limit			
2015 payable 2016 allowable levy (excluding 2015 unused capacity)	$16,037,863		
Less: 2015 Budget Levy - Debt Service on debt authorized after 7/1/05	0		
Total 2015 Budget Operating Levy Subject to Levy Limit	16,037,863	$16,037,863	
Allowable Budget Levy % Increase for 2016	0.851%		
2016 Budget Operating Levy Increase Allowed Under Levy Limit	136,482	136,482	
2016 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)		16,174,345	0.85%
* Amount Allowed from Previous Year's Unused Levy Limit		20,808	
2016 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)		16,195,153	0.98%
2016 Budget Total Operating Levy - Mayor Recommended (Before Adjustments)		16,195,140	0.98%
2016 Budget Total Operating Levy Recommneded Below Levy Limit (Before Adjustments)		13	
Adjustments to Levy Limit - Current Year			
2016 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)		16,195,153	
Adjustments			
None.		0	
2016 Budget Total Operating Levy Allowed Under Levy Limit (After Adjustments)		$16,195,153	

* Previous Year's Unused Levy Limit Adjustment

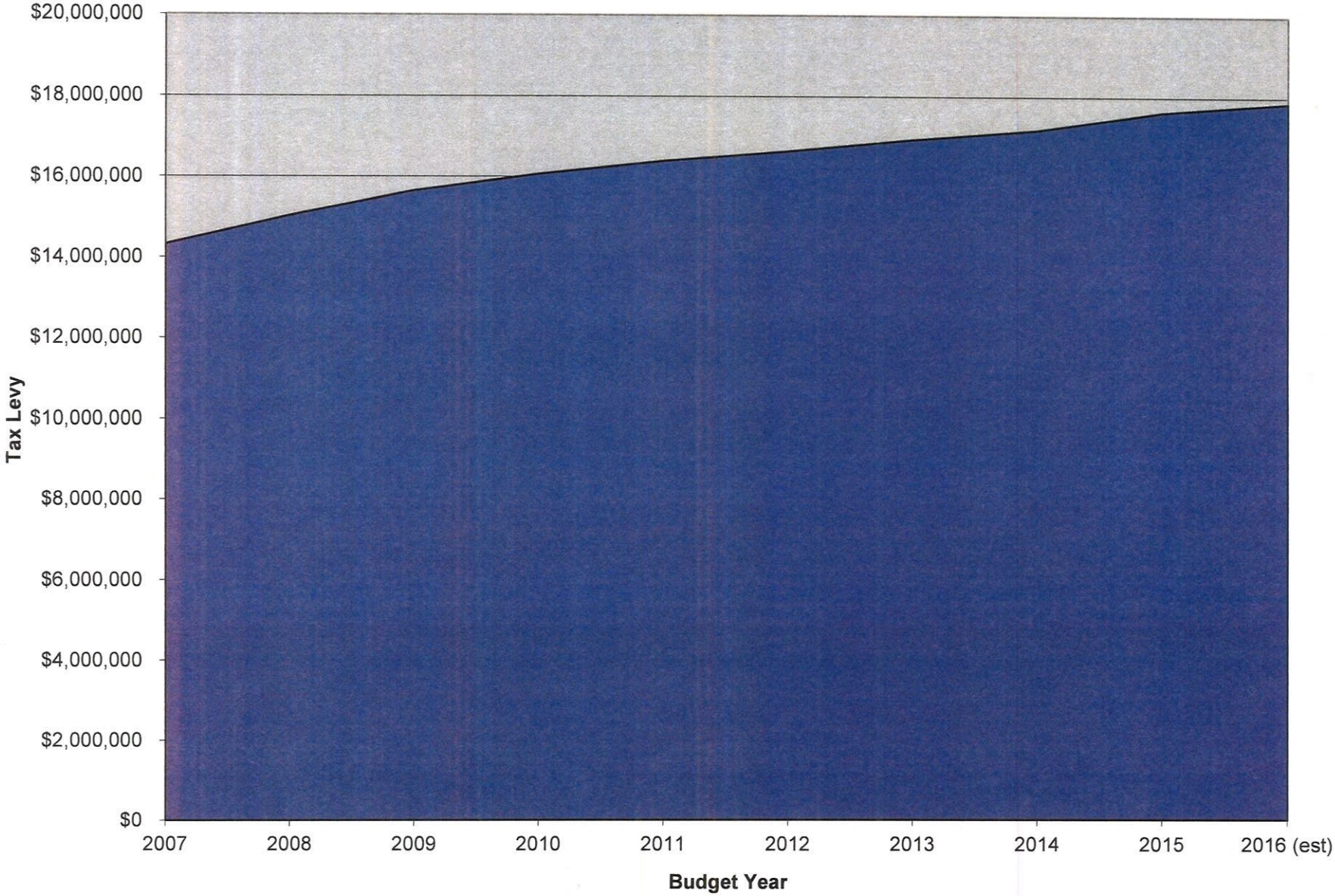
Previous Year's Allowable Levy				$16,058,671
Previous Year's Actual Levy				16,037,863
Previous Year's Unused Levy Limit				20,808
Previous Year's Actual Levy	16,037,863	x	1.50%	240,568
Allowable Operating Levy Limit Unsued Levy (lesser of lines above)				20,808
Mayor's Recommended Use of Unused Levy Limit				20,808
Allowable Previous Year Unused Levy Limit Still Available				$0

CITY OF NEENAH
TAX LEVY, TAX RATES and PROPERTY VALUES
BUDGET YEARS 2007-2016

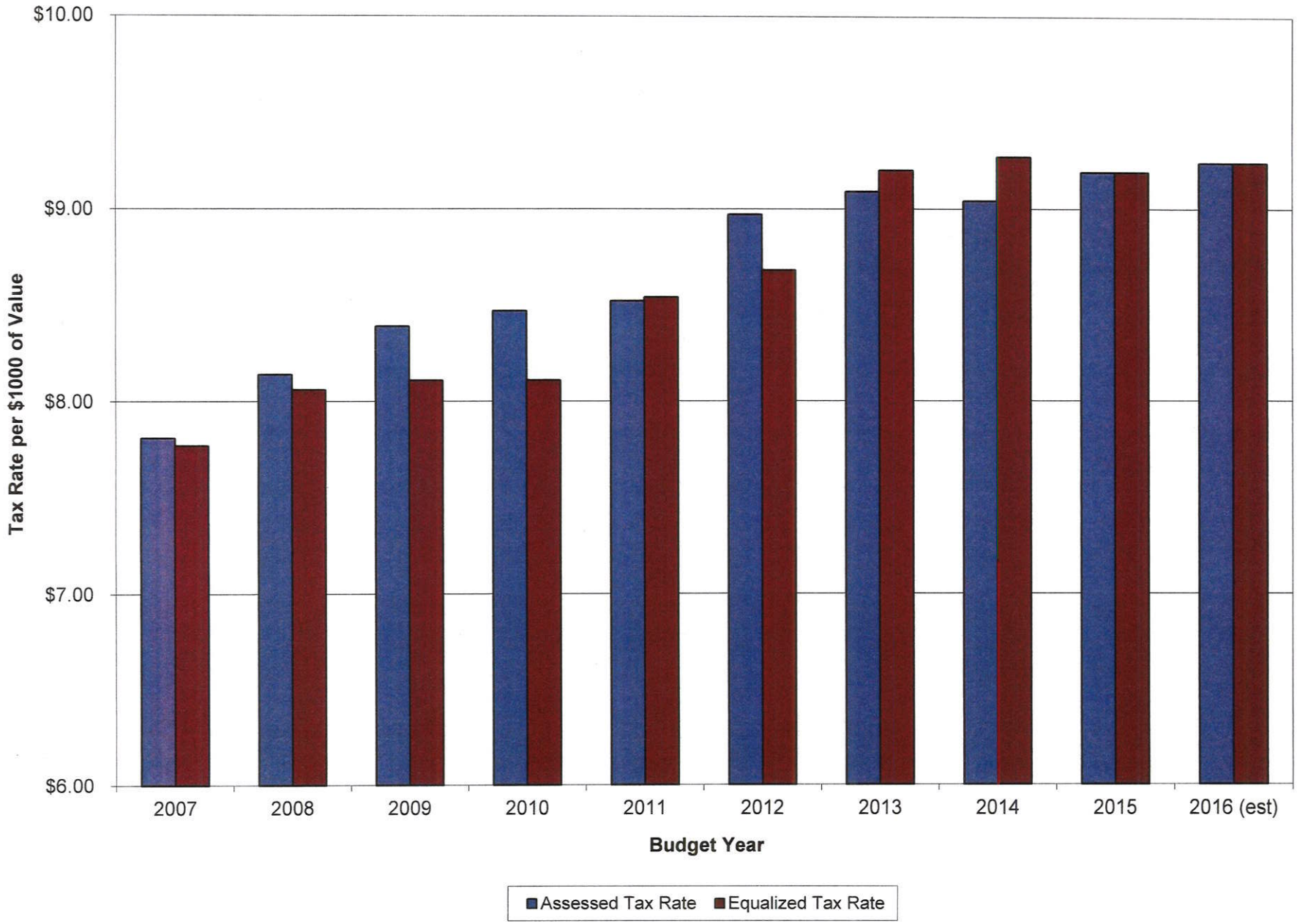
Budget Year	Tax Levy	% Change	Assessed Tax Rate	% Change	Equalized Tax Rate	% Change
2007	14,326,408		7.81		7.77	
2008	15,036,654	4.96%	8.14	4.23%	8.06	3.73%
2009	15,654,515	4.11%	8.39	3.07%	8.11	0.62%
2010	16,064,696	2.62%	8.47	0.95%	8.11	0.00%
2011	16,391,111	2.03%	8.52	0.59%	8.54	5.30%
2012	16,644,846	1.55%	8.97	5.28%	8.68	1.64%
2013	16,936,628	1.75%	9.09	1.34%	9.20	5.99%
2014	17,179,057	1.43%	9.04	-0.55%	9.27	0.76%
2015	17,626,503	2.60%	9.19	1.66%	9.19	-0.86%
2016 (est)	17,857,619	1.31%	9.24	0.54%	9.24	0.54%
Average		2.49%		1.90%		1.97%

Budget Year	Property Tax Base Assessed Value	% Change	Property Tax Base Equalized Value	% Change	% Ratio
2007	1,835,543,593		1,843,845,100		99.55%
2008	1,847,538,770	0.65%	1,864,942,000	1.14%	99.07%
2009	1,866,357,890	1.02%	1,931,434,600	3.57%	96.63%
2010	1,896,663,157	1.62%	1,981,348,900	2.58%	95.73%
2011	1,922,974,901	1.39%	1,918,845,500	-3.15%	100.22%
2012	1,854,865,912	-3.54%	1,916,768,500	-0.11%	96.77%
2013	1,863,894,145	0.49%	1,840,562,900	-3.98%	101.27%
2014	1,899,744,900	1.92%	1,852,907,500	0.67%	102.53%
2015	1,918,933,800	1.01%	1,918,342,400	3.53%	100.03%
2016 (est)	1,933,055,000	0.74%	1,933,055,000	0.77%	100.00%
Average		0.59%		0.56%	

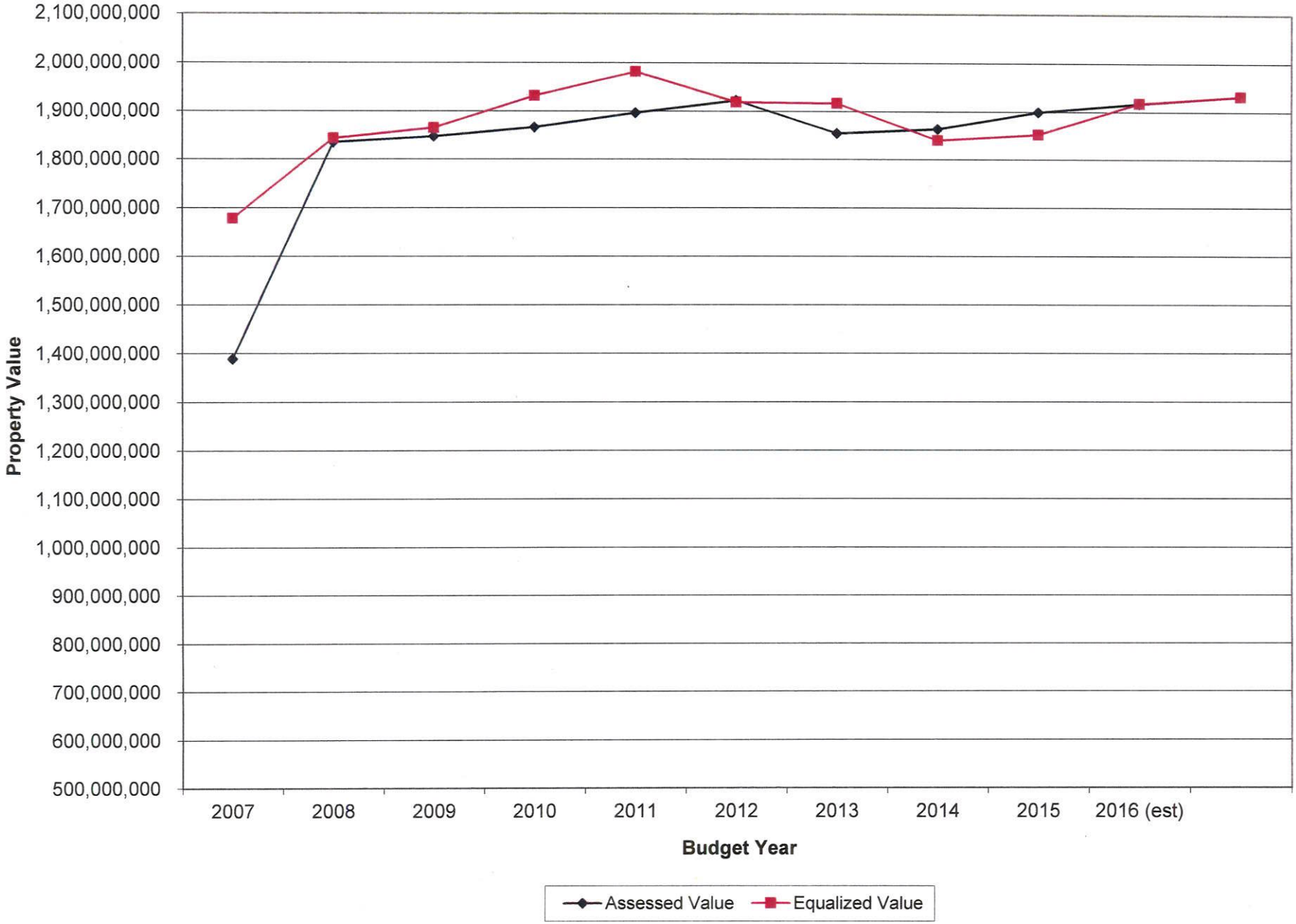
CITY OF NEENAH
Total Annual Tax Levy
Budget Years 2007-2016



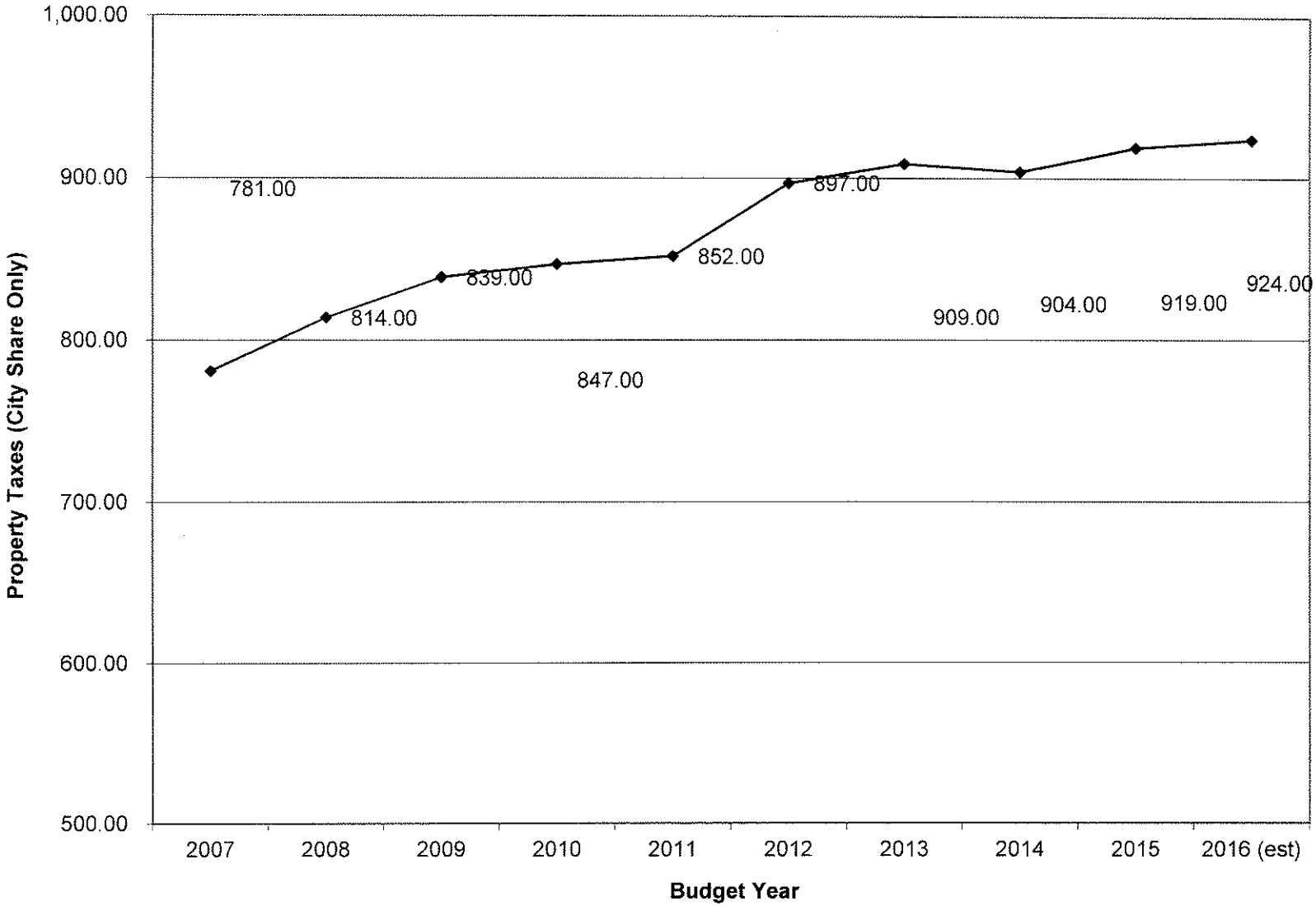
CITY OF NEENAH
Comparison of Assessed and Equalized Tax Rates
Budget Years 2007-2016



CITY OF NEENAH
Comparison of Assessed and Equalized Values
Budget Years 2007-2016



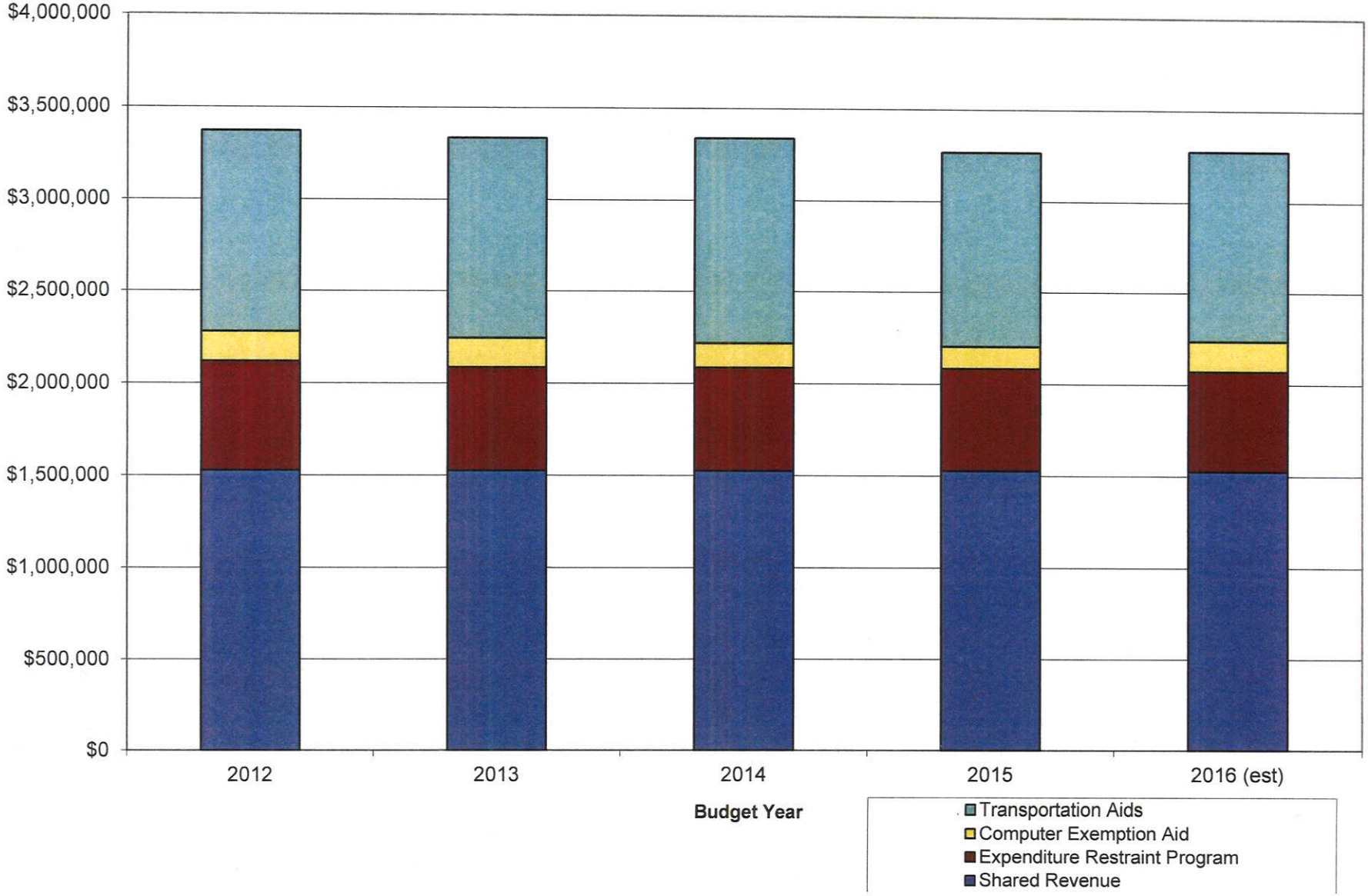
CITY OF NEENAH
Property Taxes on $100,000 of Assessed Value (City Share Only)
Budget Years 2007-2016



CITY OF NEENAH
SCHEDULE OF ALL STATE AID PAYMENTS
2012-2016

	2012	2013	2014	2015	2016	Five-Year $ Increase (Decrease)	Five-Year % Increase (Decrease)
State Shared Revenue	$ 1,525,460	$ 1,524,920	$ 1,524,930	$ 1,526,830	$ 1,526,320	860	0.06%
Expenditure Restraint Program	593,460	561,070	561,740	556,250	544,380	(49,080)	-8.27%
Computer Exemption Aid	160,830	157,950	131,850	120,280	165,240	4,410	2.74%
Transportation Aids	1,092,410	1,091,800	1,119,500	1,062,870	1,039,950	(52,460)	-4.80%
Total State Aid Payments	**$ 3,372,160**	**$ 3,335,740**	**$ 3,338,020**	**$ 3,266,230**	**$ 3,275,890**	**$ (96,270)**	-2.85%

CITY OF NEENAH
Schedule of All State Aid Payments
2012-2016



CITY OF NEENAH
2016 RECOMMENDED BUDGET
ALL FUNDS SUMMARY

OPERATIONS/UTILITIES

Funds	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed	Budget Change
General Fund						
Total Expenditures	$ 22,852,244	$ 23,448,025	$ 23,118,870	$ 24,314,660	$ 23,629,560	0.77%
Special Revenue Funds (Excluding TIF Special Revenue)						
Total Expenditures	1,147,499	1,181,359	1,088,352	1,050,860	1,042,720	-11.74%
Debt Service Fund (Including TIF/Sanitary/Storm Utility Debt)						
Total Expenditures	7,823,428	8,064,107	8,064,107	8,651,381	8,651,381	7.28%
Capital Project Funds (Excluding Utilites and Internal Transfers)						
Total Expenditures	3,263,296	4,683,680	4,683,680	5,708,060	5,153,870	10.04%
Enterprise Funds (Including Capital/Depreciation - Excluding Sanitary/Storm Debt Service)						
Total Expenses	14,219,445	15,483,335	15,034,649	15,529,743	15,408,613	-0.48%
Trust Funds						
Total Expenditures	19,930	23,500	23,400	23,500	23,500	0.00%
All Operations/Utilities						
Total Expenditures	**$ 49,325,842**	**$ 52,884,006**	**$ 52,013,058**	**$ 55,278,204**	**$ 53,909,644**	**1.94%**

CITY OF NEENAH
TOTAL TAX LEVY FUNDED OPERATING BUDGET
SUMMARY OF 2016 BUDGET
COMMITTEE OF THE WHOLE RECOMMENDED

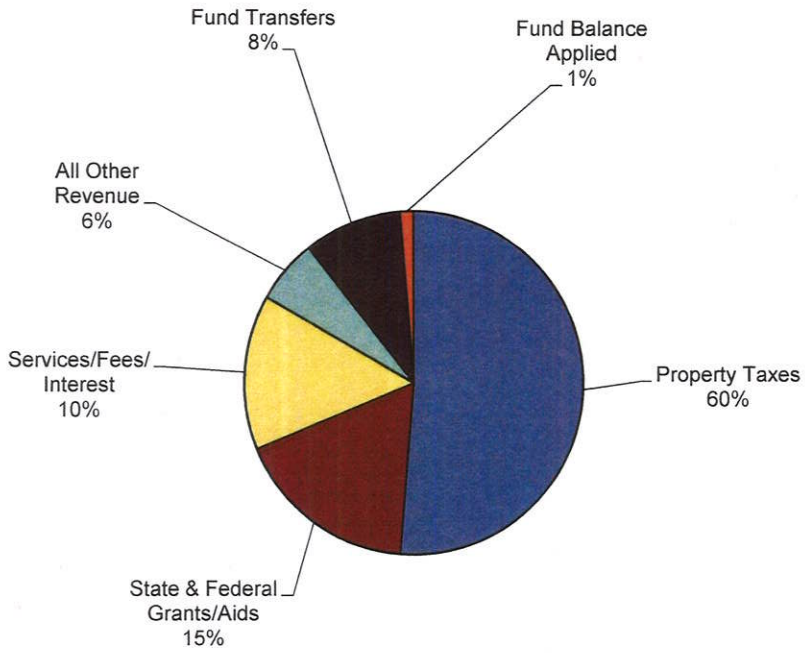
Budget Account	2014 Actual	2015 Budget	2015 Estimate	2016 Dept. Request	2016 Proposed	Budget Change	% of Total
EXPENDITURES							
General Fund							
General Government	$ 2,256,274	$ 2,235,600	$ 2,187,620	$ 2,416,410	$ 2,396,230	7.19%	10.14%
Public Safety	10,822,311	11,120,750	10,937,620	11,414,270	11,216,010	0.86%	47.46%
Public Works	4,027,152	4,031,505	4,009,740	4,070,390	4,030,190	-0.03%	17.06%
Comm. Dev./Human Services	1,263,628	1,407,430	1,392,840	1,417,930	1,410,050	0.19%	5.97%
Culture and Recreation	3,974,631	4,016,560	4,079,180	4,100,430	4,076,590	1.49%	17.25%
Miscellaneous	508,160	501,890	511,870	522,770	520,050	3.62%	2.20%
Special Reserves & Escrows	88	134,290 *	0	372,460	(19,560)	NA	-0.08%
TOTAL EXPENDITURES	**$ 22,852,244**	**$ 23,448,025**	**$ 23,118,870**	**$ 24,314,660**	**$ 23,629,560**	**0.77%**	**100%**

* This figure represents the amount of reserve for contingency/emergency expenditures for the balance of the yea

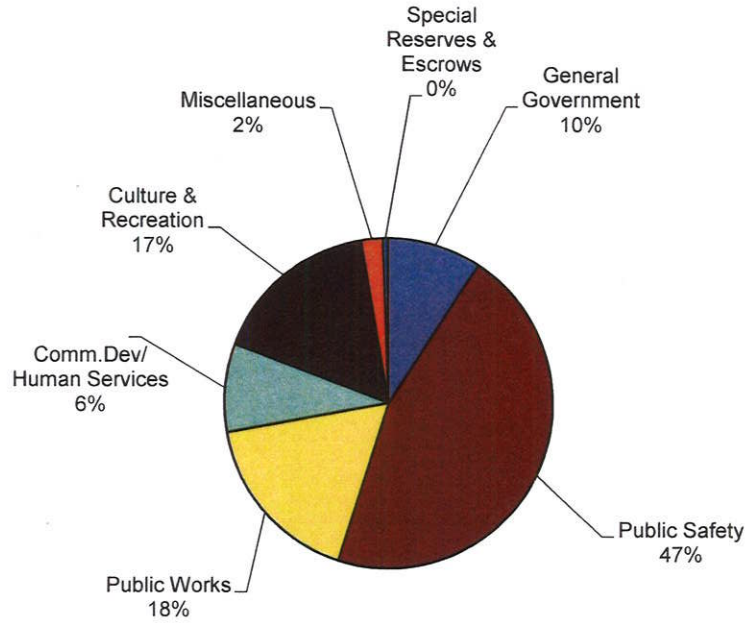
REVENUES							
General Fund							
State & Fed. Grants & Aids	$ 3,711,797	$ 3,624,000	$ 3,624,310	$ 3,638,060	$ 3,638,060	0.39%	15.41%
Services, Fees, Interest	3,067,247	3,177,110	3,175,790	3,225,320	3,242,320	2.05%	13.72%
All Other Revenues	1,651,001	1,779,630	1,730,240	1,614,570	1,629,570	-8.43%	6.90%
Transfers From Other Funds	1,984,274	1,966,880	1,916,480	1,940,470	1,940,470	-1.34%	8.21%
Applied Fund Balance	28,907	92,545	92,550	19,000	194,000	109.63%	0.82%
Sub-Total	$ 10,443,226	$ 10,640,165	$ 10,539,370	$ 10,437,420	$ 10,644,420	0.04%	45.06%
Tax Levy	12,515,292	12,807,860	12,810,670	13,877,240	12,985,140	1.38%	54.95%
TOTAL REVENUES	**$ 22,958,518**	**$ 23,448,025**	**$ 23,350,040**	**$ 24,314,660**	**$ 23,629,560**	**0.77%**	**100%**
				2016 $ Increase over 2015 Levy	**$181,535**		
Debt Service Fund							
Expenditures	$ 7,823,428	$ 8,064,107	$ 8,064,107	$ 8,651,381	$ 8,651,381	7.28%	N/A
Fund Revenue	$ 5,512,403	$ 5,757,800	$ 5,757,800	$ 6,196,307	$ 6,196,307	7.62%	65.35%
Tax Levy	3,210,000	3,210,000	3,210,000	3,285,000	3,285,000	2.34%	34.65%
TOTAL REVENUES	**$ 8,722,403**	**$ 8,967,800**	**$ 8,967,800**	**$ 9,481,307**	**$ 9,481,307**	**5.73%**	**100%**
				2016 $ Increase over 2015 Levy	**$75,000**		
Parking Fund							
Expenditures	$ 424,181	$ 410,420	$ 399,410	$ 381,310	$ 378,020	-7.89%	N/A
Fund Revenue	$ 341,840	$ 345,630	$ 332,970	$ 340,120	$ 378,020	9.37%	100.00%
Tax Levy	20,000	20,000	20,000	0	0	-100.00%	0.00%
TOTAL REVENUES	**$ 361,840**	**$ 365,630**	**$ 352,970**	**$ 340,120**	**$ 378,020**	**3.39%**	**100%**
				2016 $ Decrease under 2015 Levy	**($20,000)**		

CITY OF NEENAH
2016 General Fund Operating Budget

2016 Proposed Revenues



2016 Proposed Expenditures



CITY OF NEENAH
SUMMARY OF 2016 RECOMMENDED BUDGET
By Type of Expenditures

	2014 ACTUAL	2015 BUDGET	2015 (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	% Budget Change	% of Total
EXPENDITURES								
General Fund								
Personal Services	$ 16,765,905	$ 17,343,440	$ 9,194,180	$ 17,017,220	$ 18,067,770	$ 17,586,810	1.40%	74.43%
Contractual Services	4,658,620	4,729,130	6,756,067	4,771,140	4,898,660	4,731,820	0.06%	20.03%
Supplies & Materials	1,227,682	1,281,585	826,943	1,240,560	1,230,190	1,203,290	-6.11%	5.09%
Other	11,704	22,660	-	22,660	20,000	20,000	-11.74%	0.08%
Capital Outlay	188,333	71,210	17,350	67,290	98,040	87,640	23.07%	0.37%
TOTAL EXPENDITURES	**$ 22,852,244**	**$ 23,448,025**	**$ 16,794,540**	**$ 23,118,870**	**$ 24,314,660**	**$ 23,629,560**	**0.77%**	**100.00%**
Recycling								
Personal Services	$ 296,320	$ 309,370	$ 214,497	$ 302,720	$ 318,210	$ 312,080	0.88%	56.78%
Contractual Services	189,633	142,540	119,736	154,020	146,940	146,940	3.09%	26.73%
Supplies & Materials	97,276	74,610	47,653	69,890	70,610	68,600	-8.06%	12.48%
Transfers	22,090	22,000	16,500	22,000	22,000	22,000	0.00%	4.00%
TOTAL EXPENDITURES	**$ 605,319**	**$ 548,520**	**$ 398,386**	**$ 548,630**	**$ 557,760**	**$ 549,620**	**0.20%**	**100.00%**
Storm Sewer								
Personal Services	$ 464,780	$ 537,370	$ 237,466	$ 441,340	$ 512,690	$ 502,100	-6.56%	40.38%
Contractual Services	181,610	233,110	131,196	249,900	249,510	249,380	6.98%	20.06%
Supplies & Materials	46,119	55,190	28,318	51,650	45,590	43,470	-21.24%	3.50%
Other	54,893	57,250	40,676	55,680	57,480	57,480	0.40%	4.62%
Transfers	334,398	378,450	283,838	378,450	390,870	390,870	3.28%	31.44%
TOTAL EXPENDITURES	**$ 1,081,800**	**$ 1,261,370**	**$ 721,494**	**$ 1,177,020**	**$ 1,256,140**	**$ 1,243,300**	**-1.43%**	**100.00%**
Fleet Management								
Personal Services	$ 417,787	$ 439,920	$ 306,545	$ 432,390	$ 452,960	$ 442,580	0.60%	71.57%
Contractual Services	42,961	40,760	33,092	44,740	43,600	43,600	6.97%	7.05%
Supplies & Materials	161,651	134,130	103,958	132,280	132,380	132,220	-1.42%	21.38%
Other	1,407	1,050	-	-	-	-	-100.00%	0.00%
Transfers	30,000	7,400	-	7,400	-	-	-100.00%	0.00%
TOTAL EXPENDITURES	**$ 653,806**	**$ 623,260**	**$ 443,595**	**$ 616,810**	**$ 628,940**	**$ 618,400**	**-0.78%**	**100.00%**
Parking Utility								
Personal Services	$ 106,092	$ 110,650	$ 78,873	$ 107,240	$ 111,540	$ 108,770	-1.70%	28.77%
Contractual Services	152,671	138,080	105,116	137,440	118,820	118,570	-14.13%	31.37%
Supplies & Materials	24,022	24,300	11,622	21,370	23,620	23,350	-3.91%	6.18%
Other	423	460	-	100	100	100	-78.26%	0.03%
Transfers	141,610	136,930	102,698	133,260	127,230	127,230	-7.08%	33.66%
TOTAL EXPENDITURES	**$ 424,818**	**$ 410,420**	**$ 298,309**	**$ 399,410**	**$ 381,310**	**$ 378,020**	**-7.89%**	**100.00%**
Information Systems								
Personal Services	$ 522,972	$ 538,640	$ 389,995	$ 538,840	$ 561,950	$ 549,350	1.99%	77.28%
Contractual Services	117,656	131,800	93,175	142,540	138,110	129,160	-2.00%	18.17%
Supplies & Materials	5,677	5,420	2,288	4,600	4,870	4,870	-10.15%	0.69%
Other	1,594	2,300	-	-	-	-	-100.00%	0.00%
Capital Outlay	52,311	23,450	4,762	23,450	27,500	27,500	17.27%	3.87%
Transfers	40,000	65,000	48,750	90,000	-	-	-100.00%	0.00%
TOTAL EXPENDITURES	**$ 740,210**	**$ 766,610**	**$ 538,970**	**$ 799,430**	**$ 732,430**	**$ 710,880**	**-7.27%**	**100.00%**

CITY OF NEENAH
2016 BUDGET SUMMARY
GENERAL FUND

Budget Account	2014 Actual	2015 Budget	2015 Estimate	2016 Dept. Request	2016 Proposed	% Budget Change
GENERAL GOVERNMENT						
Common Council						
Council Operations	57,804	61,380	60,720	73,280	72,430	
Capital Outlay-Council	0	0	0	4,900	4,900	
	57,804	**61,380**	**60,720**	**78,180**	**77,330**	**25.99%**
Mayor's Office						
Mayors Office	162,686	167,830	164,890	153,230	153,230	
City Publication	18,534	19,500	19,000	19,500	19,500	
LEAN Training	0	0	0	11,450	11,450	
Capital Outlay - Mayor	0	0	1,140	0	0	
	181,220	**187,330**	**185,030**	**184,180**	**184,180**	**-1.68%**
Finance						
Finance Operations	618,666	593,600	539,550	595,420	595,070	
Annual Audit/GASB#34 Impl	58,059	63,090	64,160	54,970	54,970	
Risk Management	177,628	182,930	178,150	214,900	209,870	
General	11,704	20,000	20,000	20,000	20,000	
Purchasing / P-Card	35	1,830	1,820	2,360	2,110	
Central Services	9,296	14,100	14,610	13,450	13,450	
Utility Billing	148,639	148,420	146,620	150,480	150,430	
Water Utility	58,462	70,480	66,660	67,790	67,740	
Capital Outlay-Finance	0	0	150	11,100	11,100	
	1,082,489	**1,094,450**	**1,031,720**	**1,130,470**	**1,124,740**	**2.77%**
Legal & Admin Services						
City Attorney Operation	204,919	210,070	225,530	237,950	237,530	
Prosecutn/Ext Legal Serv	14,402	16,220	14,720	16,000	16,000	
Cable TV/Cellular Comm	0	250	250	250	250	
City Clerk Operations	178,058	184,310	187,170	195,690	195,340	
Elections	59,569	30,840	23,160	84,240	84,210	
Board of Review	672	3,060	540	3,060	3,060	
Capital Outlay - DOLAS	0	0	150	0	0	
	457,620	**444,750**	**451,520**	**537,190**	**536,390**	**20.60%**
Human Resources and Safety						
Operations	209,554	206,270	205,440	211,440	209,640	
	209,554	**206,270**	**205,440**	**211,440**	**209,640**	**1.63%**
Municipal Building						
Municipal Building Oper	260,914	235,420	242,680	262,570	252,570	
Training/Redundant Data	0	0	1,130	4,380	4,380	
Capital Outlay-Mun Bldg	6,673	6,000	9,380	8,000	7,000	
	267,587	**241,420**	**253,190**	**274,950**	**263,950**	**9.33%**
Total General Government	**2,256,274**	**2,235,600**	**2,187,620**	**2,416,410**	**2,396,230**	**7.19%**

CITY OF NEENAH
2016 BUDGET SUMMARY
GENERAL FUND

Budget Account	2014 Actual	2015 Budget	2015 Estimate	2016 Dept. Request	2016 Proposed	% Budget Change
PUBLIC SAFETY						
Police						
Operations	5,667,361	5,794,410	5,660,420	6,014,160	5,892,680	
Police Firing Range	19,981	23,820	22,750	23,820	21,780	
School Liaison Program	252,932	260,310	263,210	268,290	268,080	
Police Crossing Guards	62,936	71,780	71,280	71,120	71,120	
CSO / Animal Control	65,162	59,940	58,280	59,490	59,490	
K-9 Project	6,551	11,460	11,630	11,440	11,440	
Capital Outlay-Police	137,092	26,140	14,540	28,300	19,200	
	6,212,015	**6,247,860**	**6,102,110**	**6,476,620**	**6,343,790**	**1.54%**
Neenah Share of NMFR						
Fire	4,561,590	4,769,120	4,774,800	4,793,620	4,790,280	
Fire Station Buildings	20,942	28,500	28,500	28,500	28,500	
Reg Spec Oper Resp Team	2,880	9,060	3,180	8,100	8,100	
Joint Fire Commission	730	4,410	4,410	4,380	4,380	
Special Reserves & Escrow	0	32,700	0	69,530	8,190	
	4,586,142	**4,843,790**	**4,810,890**	**4,904,130**	**4,839,450**	**-0.09%**
Development						
Diving Rescue Program	3,290	6,210	0	8,830	8,130	
	3,290	**6,210**	**0**	**8,830**	**8,130**	**30.92%**
Other Public Safety						
Emergency Government	1,047	1,870	1,900	1,670	1,620	
Police Commission	4,897	6,100	7,800	8,100	8,100	
Pension Plan Contribution	14,920	14,920	14,920	14,920	14,920	
	20,864	**22,890**	**24,620**	**24,690**	**24,640**	
Total Public Safety	**10,822,311**	**11,120,750**	**10,937,620**	**11,414,270**	**11,216,010**	**0.86%**
PUBLIC WORKS						
Engineering	680,661	693,780	701,620	709,670	709,520	
Capital Outlay-P.W. Admin	278	1,200	1,200	1,200	1,200	
Tullar Garage	436,893	435,960	437,380	449,390	449,390	
Cecil Street Garage	17,720	17,920	16,310	18,210	18,210	
Refuse Garbage Collection	674,316	667,350	650,200	661,550	661,550	
Sanit Sewers/Lift Station	287,018	310,750	321,260	315,450	310,450	
T-V San Sewers Insp/Seal	49,362	53,790	56,470	53,760	53,760	
Repair of Streets	360,898	360,720	380,890	380,560	375,510	
Snow & Ice Removal	596,857	538,450	473,870	517,120	517,120	
Weed Cutting	43,454	50,450	43,450	45,530	47,130	
Traffic Control	297,904	308,305	332,350	310,380	310,380	
Street Lighting	571,586	582,390	581,390	594,920	583,320	
Capital Outlay-P.W. Equip	4,790	6,650	6,650	6,650	6,650	
DPW Services - City Hall	46	300	220	300	300	
DPW Services - Clerk	2,552	1,500	920	3,000	3,000	
DPW Services - Emer Gov't	0	0	430	0	0	
DPW Services - Police	0	0	650	0	0	
DPW - Fire	21	0	270	0	0	
DPW Services- Engineering	0	0	60	0	0	

CITY OF NEENAH
2016 BUDGET SUMMARY
GENERAL FUND

Budget Account	2014 Actual	2015 Budget	2015 Estimate	2016 Dept. Request	2016 Proposed	% Budget Change
PUBLIC WORKS (CONT.)						
DPW Services - Comm Devel	374	500	650	430	430	
Downtown	123	0	1,090	0	0	
DPW Services - Library	266	200	140	200	200	
DPW Services-Undesignated	2,033	1,290	2,270	2,070	2,070	
Total Public Works	**4,027,152**	**4,031,505**	**4,009,740**	**4,070,390**	**4,050,190**	**0.46%**
COMMUNITY/ECONOMIC DEVELOPMENT						
Community Development						
Comm Development Admin	425,022	415,760	416,550	412,530	404,980	
Inspections	269,470	302,400	291,430	318,620	318,500	
Weights and Measures	18,333	22,260	21,820	23,120	23,070	
Assessor Operations	171,285	257,710	260,670	254,270	254,130	
	884,110	**998,130**	**990,470**	**1,008,540**	**1,000,680**	**0.26%**
Other Community Services						
Landmark Operations	1,668	6,600	6,470	6,550	6,540	
Sustainable Neenah Commit	1,591	3,400	3,340	3,400	3,400	
Commun Develop Authority	15,154	7,230	7,180	7,290	7,280	
Dial-A-Ride Program	12,000	12,000	12,000	12,000	12,000	
Mass Transit	335,385	365,910	359,280	365,670	365,670	
Neenah Committee on Aging	50	210	150	250	250	
Y-Senior Friends Program	13,670	13,950	13,950	14,230	14,230	
	379,518	**409,300**	**402,370**	**409,390**	**409,370**	**0.02%**
Total Community/Economic Development	**1,263,628**	**1,407,430**	**1,392,840**	**1,417,930**	**1,410,050**	**0.19%**
CULTURE AND RECREATION						
Neenah Public Library						
Library Administration	1,835,978	1,871,790	1,865,940	1,885,440	1,884,990	
WALS Computerization	135,977	151,900	151,200	159,200	159,200	
Special Reserves & Escrow	0	0	0	39,130	16,110	
Capital Outlay-Library	0	0	5,750	4,400	0	
Funds Carried Forward	23,031	15,900	47,290	19,000	23,400	
	1,994,986	**2,039,590**	**2,070,180**	**2,107,170**	**2,083,700**	**2.16%**
Other Culture						
Harbor Committee	5,024	7,950	7,700	5,650	5,650	
	5,024	**7,950**	**7,700**	**5,650**	**5,650**	**-28.93%**

CITY OF NEENAH
2016 BUDGET SUMMARY
GENERAL FUND

Budget Account	2014 Actual	2015 Budget	2015 Estimate	2016 Dept. Request	2016 Proposed	% Budget Change
CULTURE AND RECREATION (cont.)						
Park & Recreation						
Park & Rec Admin Office	534,138	545,060	533,940	548,130	547,760	
Gen Unallocated Overhead	16,919	15,700	17,110	17,620	17,620	
Capital Outlay-Park & Rec	21,000	0	0	0	0	
Adult Programs	33,416	31,770	33,860	33,160	33,160	
Youth Programs	29,899	29,610	29,360	29,320	29,320	
Playground Programs	84,382	84,560	94,070	89,100	89,100	
Other Pk & Rec Activities	16,569	16,660	15,970	16,860	16,860	
Riverside Players	21,489	25,250	27,430	24,750	24,750	
Parks	880,027	883,590	900,480	894,830	894,830	
	1,637,839	**1,632,200**	**1,652,220**	**1,653,770**	**1,653,400**	**21,200**
Independent Programs						
Municipal Pool	221,528	219,690	237,370	221,160	221,160	
Sports Clinics	31,250	31,090	30,860	27,840	27,840	
Dance Lesson Program	16,044	15,910	15,930	15,930	15,930	
	268,822	**266,690**	**284,160**	**264,930**	**264,930**	**-0.66%**
Celebrations/Commemorations						
4th of July/Communityfest	42,883	45,950	43,380	46,940	46,940	
Concerts/Parades/Others	25,077	24,180	21,540	21,970	21,970	
	67,960	**70,130**	**64,920**	**68,910**	**68,910**	**-1.74%**
Total Culture and Recreation	**3,974,631**	**4,016,560**	**4,079,180**	**4,100,430**	**4,076,590**	**1.49%**
MISCELLANEOUS						
Oak Hill Cemetery						
Cemetery Operations	249,632	243,620	241,450	246,190	246,190	
Capital Outlay-Cemetery	3,500	0	0	0	0	
	253,132	**243,620**	**241,450**	**246,190**	**246,190**	**1.05%**
City-Wide Forestry Program						
City Wide Forestry Program	162,702	176,810	181,020	180,450	180,230	
Parks	54,549	69,600	76,830	77,630	77,630	
Invasive Species Control	5,016	6,840	7,570	8,500	8,500	
	222,267	**253,250**	**265,420**	**266,580**	**266,360**	**5.18%**
Other						
Tax Refunds	32,741	5,000	5,000	10,000	7,500	
Cash Short & Over	20	20	0	0	0	
	32,761	**5,020**	**5,000**	**10,000**	**7,500**	**2,480**
Total Miscellaneous	**508,160**	**501,890**	**511,870**	**522,770**	**520,050**	**3.62%**
SPECIAL RESERVES & ESCROWS	**88**	**134,290**	**0**	**372,460**	**(39,560)**	**N/A**
TOTAL GENERAL FUND BUDGETS	**22,852,244**	**23,448,025**	**23,118,870**	**24,314,660**	**23,629,560**	**0.77%**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	9,077,110	9,451,190	4,447,992	9,145,700	9,651,590	9,546,300	
0102	Full Time Hourly Wages	1,496,609	1,516,230	1,096,747	1,522,560	1,534,310	1,534,310	
0103	Temporary Wages	531,062	513,540	429,560	521,520	563,410	564,760	
0104	Overtime Wages	492,671	455,840	334,386	512,880	508,680	507,910	
0105	Reimbursable Overtime	(16,726)	(10,500)	(10,588)	(17,540)	(24,370)	(24,370)	
0106	FLSA Overtime Wages	32,535	30,660	1,056	30,660	30,410	30,410	
0107	Substitutions	5,717	4,000	1,931	4,000	4,000	4,000	
0108	Grant Overtime	9,122	10,000	9,916	10,000	24,000	24,000	
0109	Premium Pay	8,063	8,000	5,373	8,000	8,000	8,000	
0110	Health Insurance	2,473,249	2,628,160	1,478,319	2,598,480	2,862,210	2,612,510	
0111	Fringes	2,512,724	2,554,250	1,306,094	2,509,770	2,613,170	2,573,340	
0112	Grant Fringes	2,152	2,150	2,130	2,150	5,090	5,090	
0115	Schools/Seminars/Training	46,422	54,860	28,577	55,700	71,670	64,980	
0117	Clothing Allowance	76,475	90,530	50,693	90,560	90,350	90,350	
0118	License Renewal	4,688	1,140	542	730	7,340	7,340	
0120	Protective Vest Repl Fd	4,000	6,000	3,520	6,000	8,000	8,000	
0122	Travel Expenses	1,375	4,250	497	4,250	4,250	4,250	
0123	Auto Allowance	2,208	3,370	1,393	2,610	2,840	2,840	
0124	Meal Allowance	1,328	2,230	856	1,660	2,230	2,230	
0125	Employee Schooling Reimb.	300	1,000	600	1,200	1,200	1,200	
0127	DOT Emp Notification Prog	0	140	0	140	140	140	
0128	Empl Recognition Awards	4,671	3,400	4,588	5,690	3,950	3,950	
0129	Misc Personal/Union Contr	150	500	0	500	500	500	
0132	Midpoint/Other Adj Wages	0	10,880	0	0	80,000	12,500	
0133	Midpoint/Other Adj Fringe	0	1,620	0	0	14,800	2,270	
	PERSONAL SERVICES	**16,765,905**	**17,343,440**	**9,194,182**	**17,017,220**	**18,067,770**	**17,586,810**	**243,370**
CONTRACTUAL SERVICES								
0202	Outside Printing	37,576	40,680	21,620	38,760	43,470	43,470	
0203	Postage	53,783	54,930	31,642	52,700	56,410	56,410	
0204	Conferences & Meetings	22,591	23,830	12,196	24,270	25,050	22,470	
0205	Credit/Debit Charges	5,447	5,000	4,959	6,000	6,100	6,100	
0206	Advertising & Publication	18,467	24,070	17,072	24,140	28,330	27,830	
0207	Dues & Memberships	18,698	22,480	17,578	22,100	23,590	23,590	
0209	Maintenance of PPE/SCBA	590	2,420	0	2,420	4,680	4,680	
0210	Maintenance of Hardware	3,046	3,680	1,080	3,650	3,730	3,730	
0211	Maint of Fixed Equipment	9,042	8,200	10,027	10,440	8,600	8,600	
0212	Maint of Office Equipment	10,252	8,860	1,836	8,750	10,660	10,660	
0213	Maint of Motor Vehicles	65,544	45,850	13,355	50,520	44,220	44,220	
0214	Maintenance of Buildings	154,056	152,800	94,813	155,500	157,300	157,300	
0215	Maint of Radio Equipment	1,690	11,580	6,005	10,670	12,570	12,570	
0216	Maint of Operating Equip	15,634	20,830	10,161	22,420	20,980	20,980	
0217	Maint of Traffic Equip	14,207	9,000	9,065	13,000	10,000	10,000	
0218	Maint of Software	91,242	106,050	75,344	107,600	99,520	106,620	
0219	Maintenance of Land	19,119	12,900	3,913	13,000	13,000	13,000	
0220	Maint of Athletic Fields	4,861	2,000	2,270	2,300	2,000	2,000	
0221	Telephone	27,648	27,080	15,029	26,890	26,400	26,400	
0222	Electricity	896,093	911,440	556,273	907,640	922,240	904,500	
0223	Natural Gas	121,174	120,260	43,542	94,240	101,400	92,880	
0224	Water & Sewer	72,023	75,920	45,658	86,070	81,580	81,580	
0225	Commercial Dumpster	8,454	7,160	6,545	9,980	9,860	9,860	
0226	Storm Water	36,502	40,370	25,819	40,860	41,010	41,010	
0227	Cellular Telephone	23,077	24,010	15,592	24,340	24,850	24,850	
0227	Other Communications/GPS	0	0	183	190	0	0	

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES (CONT.)								
0231	Care of Prisoners	9,883	9,000	4,374	9,000	9,000	9,000	
0232	Auditing Services	58,139	56,710	56,686	57,780	51,520	51,520	
0233	Other Services	92,463	88,870	51,770	89,580	85,400	84,800	
0234	Credit Card Payment Fees	10,687	8,800	9,462	10,000	10,000	10,000	
0235	Outside Software Services	5,809	9,570	16,970	16,980	9,570	8,610	
0236	Outside Services	935,188	953,610	730,482	1,019,920	1,018,400	989,950	
0237	Pest Control	3,335	4,420	2,658	5,120	5,070	5,070	
0238	Professional Services	8,451	30,270	6,705	25,450	22,950	20,950	
0239	Misc Insurance	1,145	1,260	1,152	1,160	1,200	1,200	
0241	Tree Planting & Landscape	15,786	16,960	17,240	18,340	17,820	17,820	
0242	Permit	952	1,170	487	1,050	1,230	1,230	
0243	Tipping Fees	251,562	250,000	170,724	260,000	266,000	266,000	
0244	Commercial Dumpsters	86,338	90,000	45,830	80,000	80,000	60,000	
0245	License Fees	28,038	30,320	23,955	24,480	37,220	37,220	
0246	Property & Liability Ins	86,789	90,680	71,027	91,670	96,700	96,700	
0247	Auto/Physical Damage Ins	35,217	38,080	28,466	38,060	40,690	40,690	
0248	Boiler:Machine Insurance	1,963	2,000	1,963	1,970	2,100	2,100	
0249	Collection Services	45,245	39,000	23,788	38,800	39,800	39,800	
0250	Copy Mach. Lease/Supplies	13,598	17,000	13,321	17,000	17,000	17,000	
0251	Rental	11,814	13,030	10,369	15,030	15,250	15,250	
0252	Rental of Equipment	7,575	14,850	6,886	13,350	14,610	13,610	
0254	Printer / Copies	39,307	39,040	17,346	36,020	38,400	(37,890)	
0255	IS Service / Internal	603,118	618,950	412,807	612,960	667,890	660,490	
0256	Neenah City Finance Ser.	13,350	13,840	0	13,840	13,710	13,710	
0257	Neenah City H/R Services	18,770	21,190	0	21,190	27,200	27,200	
0261	Misc Expenditures	49,515	22,060	16,340	21,960	27,020	24,520	
0262	Public Relations/Services	4,613	6,600	2,327	7,020	7,120	6,720	
0264	Drug & Alcohol Testing	2,084	2,500	872	2,000	2,500	2,500	
0265	EE Safety Compliance Acct	1,650	1,650	1,500	1,650	1,650	1,650	
0268	Connecter Cost	0	6,630	0	0	10,000	10,000	
0269	PayPal Fees	0	50	0	0	0	0	
0271	Self-Insured Direct Costs	60,000	60,000	60,000	60,000	75,000	70,000	
0280	Neenah-Menasha FireRescue	0	0	3,611,467	0	0	0	
0292	FVTC Reimbursements	(9,340)	(3,030)	0	(4,840)	0	0	
0293	Maint of Motor Veh/Fleet	286,240	252,080	186,534	249,930	246,830	246,830	
0294	Oil and Fluids/Fleet	20,569	17,500	13,527	17,750	18,920	18,920	
0295	Maint of Radio Eq/Fleet	0	60	0	0	30	30	
0296	Maint of Oper Eq/Fleet	127,951	143,010	97,454	138,470	143,310	143,310	
	CONTRACTUAL SERVICES	**4,658,620**	**4,729,130**	**6,756,066**	**4,771,140**	**4,898,660**	**4,731,820**	**2,690**
SUPPLIES & MATERIALS								
0301	Office Supplies	28,375	38,330	17,601	37,830	38,070	38,070	
0302	Inhouse Printing	422	3,030	196	2,230	2,990	1,990	
0303	Computer Operation Supply	7,713	9,560	4,100	9,390	9,230	9,560	
0305	Chemicals	2,400	2,050	2,461	2,970	2,750	2,750	
0306	Cleaning/Janitor Supplies	50,714	44,900	33,396	46,120	44,920	44,920	
0308	Books and Periodicals	9,012	10,770	5,967	10,700	10,690	10,090	
0310	Gasoline & Oil	290,869	306,290	134,882	241,260	254,840	240,660	
0311	Fixed Equipment Maint.Sup	583	1,600	897	1,610	1,600	1,600	
0312	Playground Maintenance	8,161	6,000	9,641	9,650	7,000	7,000	
0313	Motor Vehicle Maint Suppl	3,304	1,750	1,715	2,920	1,670	1,670	
0314	Building Maint Supplies	16,584	19,400	15,353	18,900	18,300	18,300	
0315	Land Maint Supplies	23,994	15,200	12,195	16,660	15,200	15,200	
0316	Equipment Maint Supplies	9,278	12,510	11,926	15,880	12,460	12,460	
0317	Traffic Maint. Supplies	20,229	18,000	12,419	17,000	19,000	19,000	

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS (CONT.)								
0318	Maps and Records	90	1,450	120	1,400	1,400	1,400	
0319	Safety Supplies	20,714	23,490	19,504	24,120	23,780	23,780	
0320	Small Tools	5,804	8,950	3,738	8,810	8,460	8,460	
0321	Athletic Field Maint. Sup	15,242	15,000	17,850	17,850	16,000	16,000	
0323	Dog Supplies	705	1,530	666	1,530	1,530	1,530	
0324	Traffic Paints	978	3,000	1,835	3,000	3,000	3,000	
0326	Photography Supplies	663	4,030	993	4,030	4,030	2,450	
3027	Sign Materials	7,909	20,995	22,558	22,560	17,000	17,000	
3029	Targets & Ammunition	18,956	20,000	6,687	20,000	20,000	18,000	
0330	Calcium Chloride	1,412	3,000	0	0	4,000	4,000	
0331	Sand Gravel Hot/Cold Mix	15,635	20,350	16,831	20,350	20,350	20,350	
0332	Salt & Stone Chips	146,067	135,000	99,835	125,250	125,250	125,250	
0333	All Other Supplies	62,318	63,160	48,230	70,020	66,930	66,930	
0334	Other- WI Building Seals	2,108	2,100	2,080	2,100	2,100	2,100	
0335	Set Design/Construction	3,452	4,000	4,785	4,790	4,000	4,000	
0336	Concession Supplies	23,751	25,000	28,764	29,480	25,000	25,000	
0337	Tickets	410	340	552	560	550	550	
0338	Costumes	82	1,200	229	800	1,200	1,200	
0339	Tires & Tire Maintance	18,784	20,500	11,158	18,850	20,500	20,500	
0340	Library Books & Materials	295,067	304,000	218,147	312,960	286,000	286,000	
0341	Library Supplies	11,578	7,200	7,089	7,400	7,000	7,000	
0342	Tech Service Supplies	19,259	25,000	16,567	25,000	22,000	22,000	
0343	Small Program Packages	3,453	7,550	967	5,550	13,550	6,450	
0344	Small Equipment	21,551	30,030	21,342	35,000	31,330	31,130	
0345	Shop Supplies	2,447	1,700	1,808	2,300	2,000	2,000	
0346	Maint of Lift Station	3,203	5,000	2,404	5,000	5,000	5,000	
0347	Small Computer Hardware	32,268	14,620	8,440	15,010	15,010	14,770	
0348	Per Protective Equipment	16,630	21,490	0	21,340	24,150	24,150	
0350	Electronic Materials	0	0	0	0	18,000	18,000	
0376	Training Supplies	30	1,510	0	1,360	1,350	1,350	
0376	Marker/Monument Foundtion	5,478	1,000	1,016	1,020	1,000	1,000	
	SUPPLIES & MATERIALS	**1,227,682**	**1,281,585**	**826,944**	**1,240,560**	**1,230,190**	**1,203,620**	**(77,965)**
OTHER								
582	Interest on Debt	0	2,660	0	2,660	0	0	
	OTHER	**0**	**2,660**	**0**	**2,660**	**0**	**0**	**(2,660)**
PROPERTY DAMAGE								
0719	City Hall	2,342	0	0	0	0	0	
0721	Police	9,362	0	0	0	0	0	
0799	Undesignated	0	20,000	0	20,000	20,000	20,000	
	PROPERTY DAMAGE	**11,704**	**20,000**	**0**	**20,000**	**20,000**	**20,000**	**0**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY								
8105	Motor Vehicles	135,000	0	0	0	0	0	
8108	Office Furniture & Equip	3,314	6,860	5,679	9,540	8,350	7,350	
8113	Communication Equipment	585	3,920	223	4,340	8,940	8,940	
8114	Computer Software Outlay	2,930	10,720	0	8,610	3,200	3,200	
8115	Computer Hardware Outlay	1,248	8,690	4,208	10,010	31,360	31,360	
8116	Maintenance Equipment	3,113	3,500	1,016	3,500	7,900	3,500	
8118	Other Facility Kennel	200	1,300	0	650	1,300	1,300	
8133	All Other Equipment	14,443	33,190	6,224	26,660	33,690	28,990	
8135	Misc Replacement Fund	24,500	0	0	0	0	0	
8149	Household Purchases	3,000	3,030	0	3,980	3,300	3,000	
	CAPITAL OUTLAY	**188,333**	**71,210**	**17,350**	**67,290**	**98,040**	**87,640**	
								16,430
	TOTAL GENERAL FUND	**22,852,244**	**23,448,025**	**16,794,542**	**23,118,870**	**24,314,660**	**23,629,890**	
							Percent Budget Change	**181,865**
								0.78%

CITY OF NEENAH
2016 BUDGET
PERMANENT POSITIONS

DEPARTMENT	2015 ORIGINAL BUDGET		2015 CURRENT STAFF		2016 DEPT. REQUEST		2016 PROPOSED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
General Government								
Office of Mayor	1.50	-	1.00	0.50	1.00	0.67	1.00	0.67
Department of Finance	8.00	0.67	8.00	0.67	8.00	0.67	8.00	0.67
Office of Legal & Admin.	3.50	-	4.00	-	4.00	-	4.00	-
Human Resources/Safety	1.00	1.47	1.00	1.33	1.00	1.33	1.00	1.33
Information Systems/GIS	6.00	-	6.00	-	6.00	-	6.00	-
City Admin. Building	0.95	-	0.95	-	0.95	-	0.95	-
Total General Government	20.95	2.14	20.95	2.50	20.95	2.67	20.95	2.67
Public Safety								
Police Department	49.00	2.67	49.00	2.67	51.00	2.17	49.00	2.17
Parking/Traffic Control	1.00	-	1.00	-	1.00	-	1.00	-
Fire	41.17	-	41.17	-	40.81	-	40.81	-
Total Public Safety	91.17	2.67	91.17	2.67	92.81	2.17	90.81	2.17
Public Works								
Engineering	7.00	-	7.00	-	7.00	-	7.00	-
City Garage	28.50	0.75	28.50	0.75	28.50	0.75	28.50	0.75
Fleet Management	5.50	-	5.50	-	5.50	-	5.50	-
Total Public Works	41.00	0.75	41.00	0.75	41.00	0.75	41.00	0.75
Community Development and Human Services								
Community Development	10.00	0.40	10.00	0.40	10.00	0.40	10.00	0.40
Total Community Develop. and Human Services	10.00	0.40	10.00	0.40	10.00	0.40	10.00	0.40
Culture and Recreation								
Library	11.05	12.53	11.05	12.53	11.21	12.00	11.21	12.00
Parks and Recreation	13.00	0.67	13.00	0.67	13.00	0.67	13.00	0.67
Total Culture and Recreation	24.05	13.20	24.05	13.20	24.21	12.67	24.21	12.67
Cemetery	2.00	-	2.00	-	2.00	-	2.00	-
Water	17.00	0.93	17.00	0.93	17.00	0.93	17.00	0.93
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL ALL PERMANENT CITY EMPLOYEES	**207.17**	**21.09**	**207.17**	**21.45**	**208.97**	**20.59**	**206.97**	**20.59**

Notes

1. Fire Department (Neenah's portion for 2016 is 60.01 * 68 = 40.81).
2. Excludes Aldermanic .
3. City Administration Building will reflect 95% for City Hall and 5% for the Library.

CITY OF NEENAH
For Fiscal Year 2015
Projected 2015 Year End Operating Budget Variances
(From Data through 9/30/15)

Projected Positive (Negative) Expenditure Variances

General Government	$47,980
Public Safety	183,130
Public Works	17,555
Parks and Recreation	(45,450)
Health and Welfare	60
Community Development	19,740
Library	(30,590)
All Other	136,730
Projected Positive (Negative) Expenditure Variance	329,155

Projected Positive (Negative) Revenue Variances

Taxes & Payment in Lieu of Taxes	20,900
State & Federal Revenue	310
Licenses, Permits and Fees	41,830
Special Financing	5
Charges for Services	(20,100)
Investment Income	(10,000)
Fines & Forfeitures	(29,800)
Other Revenue	(71,510)
Park & Recreation Revenue	20,780
Fund Transfers	(50,400)
Projected Positive (Negative) Revenue Variance	(97,985)
Projected 2015 Operating Surplus (Deficit) before Applied Fund Balance	$231,170

Note: 2015 General Fund Revenue Estimates include a total of $92,550 of Applied Fund Balance for within the Special Financing section. Amount includes $66,850 of funds directly applied to the 2015 budget, $22,700 of budgeted Library expenditure carry forward funds and $3,000 of other approved General Fund carry forwards.

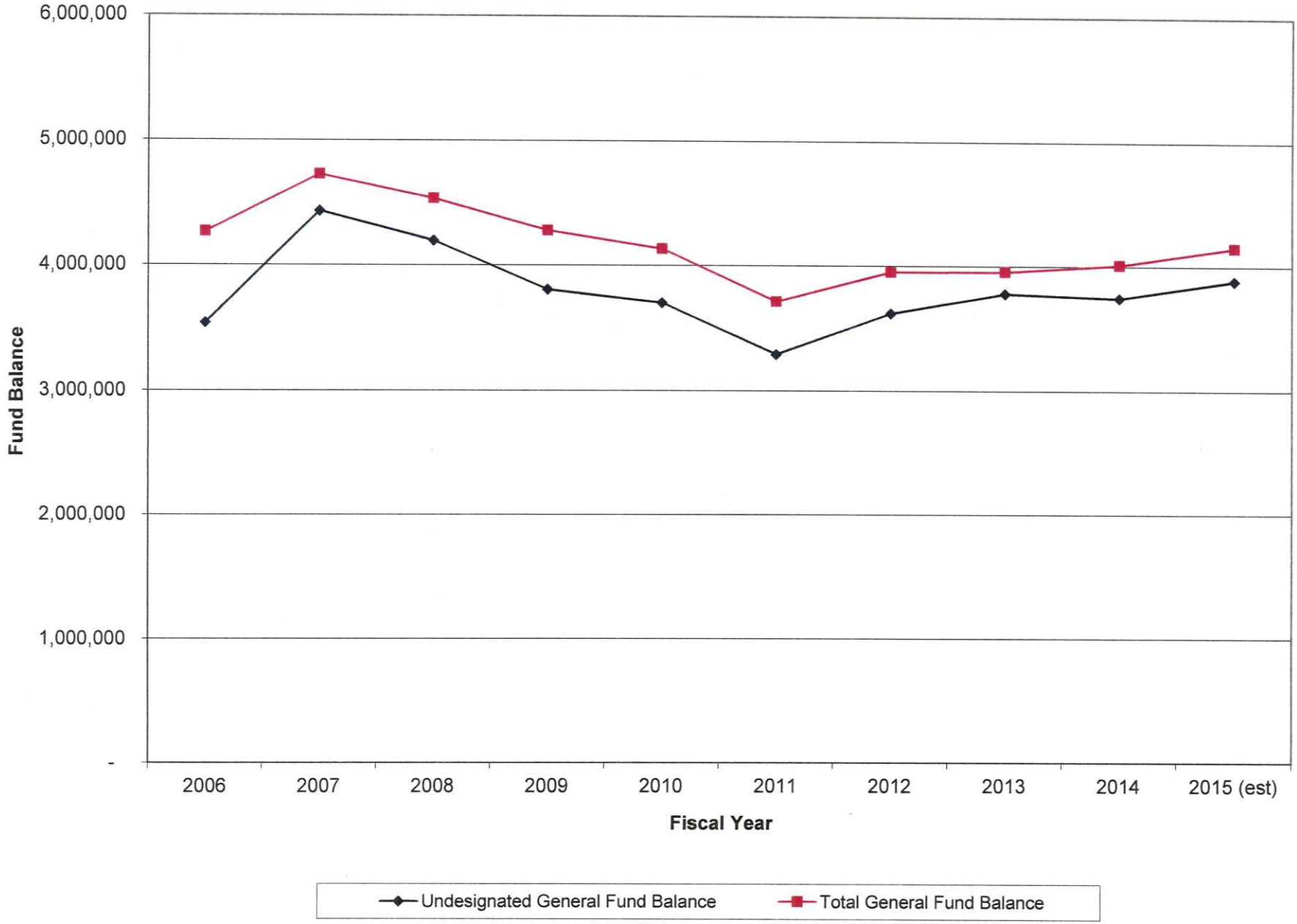
CITY OF NEENAH
HISTORY OF GENERAL FUND BALANCES
2006 - 2015

At December 31	Total Fund Balance	Designated/ Restricted	Unreserved/ Undesignated	Percent of Operating Budget
2006	4,267,709	724,316	3,543,393	16.6%
2007	4,729,497	295,662	4,433,835	20.2%
2008	4,533,345	337,506	4,195,839	18.5%
2009	4,277,614	468,247	3,809,367	17.2%
2010	4,133,715	430,025	3,703,690	16.4%
2011	3,714,025	423,310	3,290,715	14.5%
2012	3,952,958	331,657	3,621,301	15.9%
2013	3,956,713	174,678	3,782,035	16.4%
2014	4,013,104	266,006	3,747,098	16.4%
2015	(a)4,151,724	(b)265,600	3,886,124	16.5%

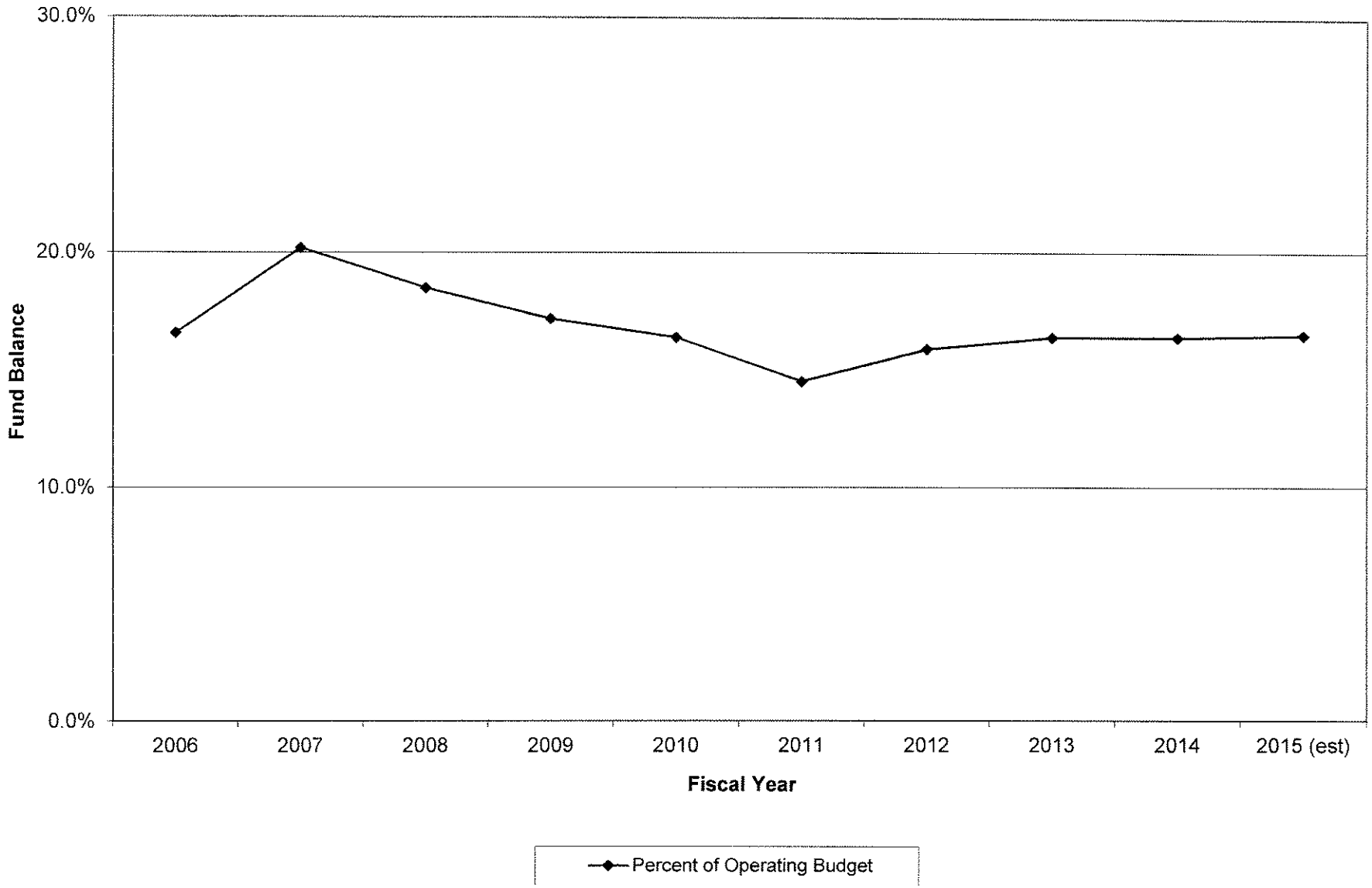
(a) 2015 Beginning Total Fund Balance	$4,013,104
2015 Applied Fund Balance/Carryovers	(92,550)
2015 Projected Net Unused Expenditures/ Excess Revenue Balance	231,170
2015 Estimated Ending Total Fund Balance	$4,151,724

(b) 2016 Budget - Applied Fund Balance	$170,600
2015 Anticipated Carryovers to 2016	60,000
2015 Anticipated Inventory/Prepaid Items	35,000
2015 Fund Balance Designated for 2016	$265,600

CITY OF NEENAH
History of General Fund Balances
2006-2015



CITY OF NEENAH
General Fund Undesignated Fund Balance as a % of Operating Budget
2006-2015



CITY OF NEENAH
FUND BALANCES BY FUND
FOR YEARS ENDED 2010-2014

	*** Year End ***				
Fund	**2014**	**2013**	**2012**	**2011**	**2010**
Governmental Funds					
General	$4,013,104	$3,956,713	$3,952,958	$3,714,025	$4,133,715
Special Revenue					
TIF #5	(747,159)	(950,282)	(1,215,435)	(1,420,548)	(1,421,350)
TIF #6	(1,792,570)	(1,652,118)	(1,646,503)	(1,512,829)	(1,249,227)
TIF #7	1,048,277	419,378	(629,250)	(544,823)	(432,586)
TIF #8	(4,819,079)	(4,311,104)	(4,335,723)	(3,954,258)	(2,839,808)
CDBG	38	(22,132)	(38,923)	40,725	5,965
Housing/Business	904,884	935,013	969,910	959,206	1,021,627
Industrial Development	37,504	19,564	21,362	35,808	45,563
Recycling	213,347	305,882	398,586	327,041	497,472
Health Grants	114,459	120,188	150,460	153,156	142,130
Park/Rec Trust	345,410	353,801	353,780	355,096	334,284
Dial-A Ride	42,652	21,283	8,450	1,487	(11,812)
Public Safety Trust	134,009	145,080	124,845	184,994	66,072
Civic/Social Trust	109,018	112,068	108,319	102,499	96,016
Library Trust	1,345,502	1,111,677	957,729	890,074	899,985
Cemetery Perp. Care	1,269,375	1,260,683	1,204,632	1,166,798	1,132,795
Cemetery Flowers	174,837	178,118	181,327	184,166	190,732
Other	(3,410)	561	746	839	162,931
Debt Service	2,738,152	1,845,460	964,090	158,208	302,507
Capital Projects (Before Carry Forwards)					
Public Infrastructure	3,993,904	4,111,597	4,123,309	4,387,320	4,159,720
TIF #5	224,825	218,554	85,884	(257,677)	(474,363)
TIF #6	96,354	267,623	217,022	218,079	204,717
TIF #7	1,024,713	1,015,038	1,007,996	1,096,553	1,182,279
TIF #8	1,504,052	1,124,705	467,336	23,513	(212,919)
Facilities	37,161	73,811	(91,033)	168,260	107,464
Capital Equipment	257,692	564,239	479,785	775,964	403,595
Equip. Replacement	190,558	244,510	165,882	386,562	522,410
Redevelopment	37,161	16,767	20,746	32,956	32,956
Total Gov't Funds	**12,494,770**	**11,486,677**	**8,008,287**	**7,673,194**	**9,002,870**
Internal Service (Net Position)					
Fleet Management	266,562	275,924	275,924	243,390	215,057
Benefit Accrual	(25,991)	301,110	753,345	1,024,554	1,568,187
Liability Insurance	224,653	234,737	357,903	382,237	419,804
Information Systems	9,342	0	(2,859)	15,780	5,055
Total Inter. Service Funds	**474,566**	**811,771**	**1,384,313**	**1,665,961**	**2,208,103**
Enterprise (Cash and Cash Equivalents)					
Parking Utility	266,562	294,446	306,554	312,211	334,838
Sanitary Sewer Utility	1,606,342	1,050,369	693,107	1,107,111	466,970
Stormwater Utility	2,795,747	2,399,043	2,378,331	2,105,255	2,159,702
Water Utility	5,943,619	6,010,463	6,092,451	5,351,123	4,448,452
Total Enterprise Funds	**10,612,270**	**9,754,321**	**9,470,443**	**8,875,700**	**7,409,962**
Grand Total	**$23,581,606**	**$22,052,769**	**$18,863,043**	**$18,214,855**	**$18,620,935**

Payments In Lieu of Taxes

Represents the payment made to the City by the Water Utility in lieu of property taxes ("PILOT"). The formula is established by the Public Service Commission based on the Water Utility's depreciated property value and a portion of the total assessed tax rate for 2015-2016. **For 2015, that payment is estimated to rise slightly when compared to the previous three years.** An expenditure item in a like amount is included in the Water Utility's budget in 2016. Also included in 2016 is $12,400 in payments from other tax-exempt properties (Fox Cities Retirement Village, county housing units, Orphan Animal Rescue). The ERC Retirement Center and Labor Temple, properties previously under PILOT, are now on the tax roll. The agreement for an annual $20,000 payment from Fox Valley Energy Corp. ended in 2012. New in 2016 is a payment from the new Goodwill store based upon a formula to provide a tax equivalent for basic municipal services.

Other Taxes

The Room Tax is a % tax on all room night revenues generated by hotels and motels located in the City. The hotels and motels collect the tax and forwards the funds to the City on a quarterly basis. Trend analysis indicates that each 1% in room tax generates approximately $50,000 in room tax revenue in the City of Neenah. Currently, the room tax in the City of Neenah is 5% on all room night revenues from hotels and motels, generating approximately $250,000 annually. 3% room tax is earmarked for the Fox Cities Visitor and Convention Bureau, while 2% room tax is pledged to the Fox Cities Performing Arts Center. Prior to disbursement to those entities, the City retains 5% of the funds for administration. **The 2016 budget proposes that the City increase the hotel/motel room tax by 1% and that the City retain 30% of those funds. Based on trends, the tax would be expected to generate $50,000 annually.** State law provides that, for any new room tax imposed after May 1, 1994, the municipality can automatically retain 30% of the funds, or in this case $15,000. The remaining 70% needs to be forwarded to an existing tourism entity that would provide tourism promotion and development services.

State Revenue Sharing and Aid Programs

State Shared Revenue is a combination of State sales and income taxes returned to the City based on a complex growth/per capita/tax burden formula. State Shared Revenue to the City has declined dramatically since 1983. As part of the 2011 State Budget, Shared Revenue was again dramatically reduced for 2012. **For 2016, Shared Revenue is expected to remain flat as it has for the previous three years.**

The Expenditure Restraint Payment ("ERP") is a direct levy reduction payment program based on City expenditure restraint requirements. The ERP formula is designed to assist communities whose tax rates reflect the cost of providing a full range of municipal services. Recent State budgets have reduced funding for the program. Added to the fact that more municipalities are qualifying for the program, the City's payment has diminished in recent years. **In 2016 the City's ERP payment is expected to decline $6,960, or 2.13%.**

The total of the combined State Revenue Sharing Programs of $2,082,750, which includes the Expenditure Restraint Payment, **continues to be over 51% less** than the 1983 State Shared Revenue payment of $4,285,700. **In 1983, State Shared Revenue programs funded over 45% of the City of Neenah's operating budget. State Shared Revenue programs are now projected to fund less than 9% of the City's operating budget in 2016.**

Exempt Computer Aid is a State program created to replace "lost" property taxes due to the exemption of business owned computers as of January 1, 1999. This annual amount is based upon the value of computer equipment reported by City manufacturing and commercial businesses to the Department of Revenue. **For 2015, that payment is expected to be increased by $44,960, a 37.3% increase.**

Federal, State, Local Aids

Includes highway maintenance aids received from the State Transportation Trust Fund (gasoline sales taxes and other automotive related fees) for street and highway maintenance. These aids are based on a prescribed cost reimbursement formula. The projected aid level of $1,119,500 is based on information provided by the Department of Transportation. Again, as part of the 2011 State Budget, transportation aids were projected to decline substantially. In 2012, the reduction equaled a 9.6% decrease. After a small decrease in 2013, transportation aids rose 2.5% in 2014, only to decline an estimated $54,670 (4.88%) for 2015. **For 2016, another reduction for the City totaling $24,880 (2.34%) has been estimated by the State of Wisconsin.** Also included are estimated Federal and State Mass Transit (bus subsidy) reimbursements and payments related to fire protection.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: Revenues	**Submitted by:** Michael Easker

Special Financing
Includes application of surplus resulting from resources being greater than expected and expenditures being less than planned permitting reappropriation of unused taxes. Over the past several years, the City has been working to reduce its reliance on the use of general fund undesignated fund balance to finance ongoing operations. As recently as 2005, the City had budgeted the application of $550,000 of fund balance to balance the general fund budget. With the significant reductions in state aids and other revenues continuing, it has been necessary to maintain the use of reserves to balance recent budgets. The City's goal for 2012 and beyond was to reduce or eliminate the use of reserves to balance ongoing operating budgets. While the 2012 adopted budget did contemplate using $178,800 of reserves, specific concessions agreed to in Police and Fire union negotiations essentially eliminated the need to use these reserves for 2012. The 2013 budget included the use of $70,000 in reserves, while the 2014 budget completely eliminated the use of reserves to balance budgeted expenditures and revenues in the General Fund. The 2015 budget applied $66,850 of reserves. **The 2016 budget proposes to apply $170,600 of fund balance. This amount is approximately 75% of the operating budget surplus currently projected from 2015 General Fund operations. The 2016 budget also proposes to apply $23,400 of Library Carryover for specific costs located within the Library operating budget.**

Licenses and Permits
Represents collections from liquor, pet, cigarette, electrical and other licenses and building, plumbing, heating, boat launching and other permits. **Taken as a whole, license and permit budgeted revenue is expected to increase $34,050, or 14.07%, in 2016.**

Health Inspection Fees
After months of study, responsibility for the City's health and sanitation related services were transferred to Winnebago County effective July 1, 2013. As such, fees for health and sanitation services have been removed from the City's budget. The responsibility for Weights and Measures has been transferred to the City's Community Development and Assessment department in 2013. In 2015, fees were reduced by $10,000 to more accurately reflect the actual cost of providing the service. **For 2016, fees are estimated to remain at that $30,000 level.**

General Government
Derived from a variety of miscellaneous services provided by administrative offices to private parties. Included are document sales, cable TV franchise fees, room tax fees, planning and zoning related fees, exempt property filing fees and other general revenues. **Based upon current trends, the City anticipates that these revenue sources to decline by $9,380, or 2.46%, in 2016.**

Special Charges
These revenues are directly related to Public Works operations. They represent those portions of costs of services that are of special benefit to individual properties or property owners and billed accordingly (e.g. weed cutting and snow removal).

Public Library
Receipts from fines and rental fees. Winnebago County contributes funding for services provided to residents of the Towns of Vinland, Clayton, Menasha and Neenah based upon usage. Support from Calumet County reflects the use of the library by their residents. **Overall, Library revenues are expected to increase $16,380, or 2.09% in 2016.**

Public Safety - Police Department
Receipts are from photocopies of records, damage recoveries, photo ID's as well as the sale of used police vehicles. Also included is reimbursement from the Neenah Joint School District for the Liaison Officer program. For 2016 and beyond, proceeds from the sale of used vehicles has been moved to a different revenue section.

Government Services
Charges for services provided by the City Finance, Legal and Human Resources and Safety departments. These services are charged to the Neenah Water, Sewer and Storm Water Utilities, Neenah-Menasha Fire Rescue and Menasha-Neenah Municipal Court. **Total revenue posted to these accounts is anticipated to increase by $10,680, or 3.13%, in 2016.**

Public Works/Sanitation
Receipts from charges to private parties for services performed, occasional rental of equipment (e.g. tractor and driver) and purchase of materials from the City. Also included are receipts from charges for the occasional special residential garbage collection. 2016 is the first year after a four year phased implementation plan to fully charge back to small commercial and certain multi-unit residential properties the cost of garbage collection. All metal, paper and corrugate recycling revenues are recorded in the Recycling Special Revenue Fund. **Overall, budgeted revenue is expected to remain flat in 2016.**

Oak Hill Cemetery
Burial service fees, sales of lots, reimbursement for the care of veterans' lots and interest earned from Perpetual Care Fund investments. Since 2013, revenue has been categorized to provide greater detail as to the source of revenue. $16,000 is budgeted under Miscellaneous Revenue for net revenue generated from an agreement in which the City would provide services to the adjoining St. Margaret Cemetery. **For 2016, cemetery revenues are anticipated to increase approximately $12,000 from 2015 estimated revenue.**

Investment Income
Investment income is generated from delinquent tax payments, special assessments paid on the installment basis and from idle cash available for investment. As with other revenues, the economic downturn and subsequent drop in interest rates continues to have a dramatic affect on investment interest income. Investment income revenue is being budgeted at $225,000 for 2016. Also included is the eight of twenty annual payments by the Water Utility to the City for funds advanced to create the Utility. This payment replaces the previous dividend payment by the Water Utility. **Taken as a whole, budgeted revenue for investment income in 2016 is up $20,000, or 6.62%.**

Fines and Forfeitures
Collections for City ordinance violations and other misdemeanors covered by City Code and State Statute collected by Menasha-Neenah Municipal Court. Despite enhanced collection efforts, the economic downturn and a reduction in citations issued continues to create a difficult collection environment. Also includes false alarm fees from residential and commercial security systems. **Based on current trends, the City is budgeting $20,000 (15.87%) less in revenue for 2016 .**

Property Damage Recovery
Series of revenue accounts to record the receipt of insurance reimbursements for damage to City property.

Reimbursements
This category includes the workers compensation insurance premium refund and employment practices liability insurance premium refund from Cities and Villages Mutual Insurance Company (CVMIC). Other governmental entities (school, County, FVTC, State) reimbursement for property taxes refunded or rescinded. Reimbursement from the City of Menasha for administrative costs of the Neenah-Menasha Dial-A-Ride Program. Also included is the fifth year of an anticipated annual dividend reflecting the City's ownership stake in CVMIC. Starting in 2015 is a partial year rebate revenue being generated through the City's recently implemented P-Card purchasing program. A full-year rebate revenue is budgeted for 2016. **Total Reimbursement revenue is expected to increase $27,280 (20.19%) in 2016.**

Rental
Revenue from the leasing and rental of real property or building space (e.g., Cecil Street garage, fire station bay, communication towers at the Police Department and recently purchased industrial park land from the Town of Neenah). Starting in 2013, Winnebago County began renting space to staff the northern satellite office of the newly consolidated health department at an estimated annual payment of $16,500. The health department was relocated to the Winnebago County Human Services building in Neenah in 2015, resulting in no revenue is budgeted in 2016. **Overall revenue in this category is expected to rise $1,750, or 1.7% in 2016.**

Sale of City Properties
Casual sales of real estate, equipment and other property no longer used by the City. New in 2016 is the estimated sale value of all equipment disposed of by all city departments. Previously, some departments had applied those funds to reduce the overall cost and borrowing needs of new equipment. **Overall revenue in this category is expected to total $118,200 in 2016.**

Department/Office: Finance	Budget: Finance Operations
Program: Revenues	Submitted by: Michael Easker

Other Revenue
Miscellaneous general government revenue including photocopy fees and, prior to 2016, employee health insurance contributions. Beginning in 2016, employee health insurance contributions will be directly posted to the City's Health Insurance Benefit Accrual Fund.

Parks and Recreation
Participant revenues from the various recreational programs, including rentals of park shelter facilities, fees for various adult and youth recreation programs, Riverside Players ticket sales, pool fees and recreation building revenue. New in 2016 would be an estimated $35,000 contribution from a local tourism entity to assist in the funding of CommunityFest and other City celebrations and events. **For all other programs, the total estimated revenue budget-to-budget is essentially unchanged for 2016.**

Interfund Transfers
Interfund transfers are resources available to the Operating Budget from "other funds" for a variety of purposes. For example, the Housing Fund partially reimburses the General Fund for Community Development salaries incurred on housing programs. The Tax Incremental District Funds reimburse the General Fund for administrative costs and interest obligations for TIF Special Revenue Fund deficits, plus any other advances that have been made.

The transfer from the Sewer Fund Maintenance and Overhead is reimbursement for costs incurred for engineering and administration for services provided to the Sanitary Sewer Utility in accordance with the fee structure adopted in 1991. Similarly, the transfer from the Storm Water Management Fund is reimbursement for costs incurred for engineering and administration for services provided to the Storm Water Utility in accordance with the fee structure adopted in 2003. The transfer from the Parking Fund is for the costs incurred by the Police and Public Works Departments and administration costs for services provided to the Parking Utility. The transfer from the Recycling Fund is for engineering and administrative costs incurred by the Public Works and other departments. The Industrial Development Fund transfer includes reimbursement for administrative costs incurred for economic development planning and area wide storm water management studies. Transfers for the Benefit Accrual Fund health insurance reserve to help offset the cost of employee health insurance coverage have been stopped effective 2016, as have transfers from the I/S Internal Service Fund. 2016 is the fourth year of the estimated transfer of the City of Neenah share of unspent 2015 budgeted funds from the operation of the Neenah-Menasha Fire Rescue. **Overall, fund transfers for 2016 are budgeted to decrease $26,410, or 1.34% from the 2015 budgeted amount.**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE SUMMARY

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
Property Taxes	12,515,292	12,807,860	12,810,661	12,810,670	13,877,240	12,985,140	177,280
Payment in lieu	1,064,968	1,105,330	14,293	1,122,620	1,141,240	1,141,240	35,910
Other Taxes	12,321	12,000	0	12,800	13,000	28,000	16,000
State Revenues	2,220,760	2,202,450	0	2,203,360	2,235,940	2,235,940	33,490
State & Federal Aids	1,491,037	1,421,550	265,718	1,420,950	1,402,120	1,402,120	(19,430)
Special Financing	28,907	92,545	0	92,550	19,000	194,000	101,455
License Revenue	65,344	66,820	3,579	67,390	67,700	67,700	880
Permits Revenue	178,215	175,080	11,394	232,350	216,250	216,250	41,170
Health Inspection Fees	32,180	30,000	0	28,500	30,000	30,000	0
General Gov't Revenues	362,553	381,680	1,625	367,170	372,300	372,300	(9,380)
Special Charges	10,200	11,100	210	11,520	13,100	13,100	2,000
Public Library	782,519	783,220	4,701	785,940	799,600	799,600	16,380
Public Safety Revenue	196,109	237,800	283	238,100	205,220	205,220	(32,580)
General Gov't Services	323,952	340,970	5,262	341,940	351,650	351,650	10,680
Public Works	128,259	121,420	4,335	123,440	121,100	103,100	(18,320)
Oak Hill Cemetery Revenue	110,904	129,800	500	103,270	115,000	115,000	(14,800)
Investment Income	291,974	302,270	2,243	292,270	322,270	322,270	20,000
Fines & Forfeitures	92,372	126,000	5,635	96,200	106,000	106,000	(20,000)
Property Damage Recovery	5,346	20,000	0	20,000	20,000	20,000	0
Reimbursements	125,635	135,100	0	149,150	165,880	165,880	30,780
Ground Lease Payment	107,669	103,150	9,312	112,200	104,900	104,900	1,750
Sale of City Properties	84	2,100	0	2,120	118,200	118,200	116,100
Other Revenue	278,642	318,250	18,019	223,350	3,350	3,350	(314,900)
Contributions	0	700	0	0	0	0	(700)
Community Fest	14,283	14,000	0	14,600	14,500	14,500	500
Other Celebrations/commem	0	0	0	370	0	0	0
Tourism Entity	0	0	0	0	0	35,000	35,000
General Receipts	972	870	8	(11,180)	(8,560)	(8,560)	(9,430)
Adult Program Revenue	36,964	37,700	6,484	40,100	40,100	40,100	2,400
Youth Program Revenue	51,139	37,370	2,000	37,020	36,950	36,950	(420)
Municipal Pool Revenue	175,757	188,590	0	204,680	190,250	190,250	1,660
Independent Programs	53,131	54,480	3,391	55,580	55,430	55,430	950
Playground Progrm Revenue	97,913	97,470	0	100,080	98,240	98,240	770
Other Park & Rec Revenue	1,071	1,700	0	1,510	1,700	1,700	0
Riverside Players	27,370	29,980	0	28,580	28,580	28,580	(1,400)
Parks Revenue	90,402	91,790	18,973	104,360	95,940	95,940	4,150
Fund Transfers	1,984,274	1,966,880	0	1,916,480	1,940,470	1,940,470	(26,410)
TOTAL REVENUES	**22,958,518**	**23,448,025**	**13,188,626**	**23,350,040**	**24,314,660**	**23,629,560**	**181,535**
						Percent Budget Change	**0.77%**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PROPERTY TAXES							
Property Taxes	12,515,046	12,807,860	12,807,863	12,807,870	13,877,240	12,985,140	
Taxes Not on Tax Roll	246	0	2,798	2,800	0	0	
PROPERTY TAXES	**12,515,292**	**12,807,860**	**12,810,661**	**12,810,670**	**13,877,240**	**12,985,140**	**177,280**
PAYMENTS IN LIEU OF TAXES							
Water Utility	1,052,637	1,092,930	0	1,097,960	1,116,340	1,116,340	
Fox-City Ret Village Home	6,000	6,000	6,000	6,000	6,000	6,000	
Winnebago County Housing	5,931	6,000	6,358	6,360	6,400	6,400	
Orphan Animal Rescue	400	400	400	400	400	400	
Goodwill	0	0	11,893	11,900	12,100	12,100	
PAYMENTS IN LIEU OF TAXES	**1,064,968**	**1,105,330**	**24,651**	**1,122,620**	**1,141,240**	**1,141,240**	**35,910**
OTHER TAXES							
Hotel Room Tax Direct	0	0	0	0	0	15,000	
Hotel Room Tax Admin Fee	12,321	12,000	8,976	12,800	13,000	13,000	
OTHER TAXES	**12,321**	**12,000**	**8,976**	**12,800**	**13,000**	**28,000**	**16,000**
STATE SHARED REVENUES							
State Shared Revenue	1,527,176	1,526,500	228,976	1,526,830	1,526,320	1,526,320	
Expend Restraint Program	561,739	556,250	556,245	556,250	544,380	544,380	
Computer Exempt Credit	131,845	119,700	120,280	120,280	165,240	165,240	
STATE SHARED REVENUES	**2,220,760**	**2,202,450**	**905,501**	**2,203,360**	**2,235,940**	**2,235,940**	**33,490**
STATE & FEDERAL AIDS							
Mass Transit Subsidy	290,525	278,440	1,482	280,000	283,670	283,670	
Highway Maintenance Aids	1,119,004	1,064,830	797,153	1,062,870	1,039,950	1,039,950	
Fire Protect Ins Prem Ref	77,952	75,000	74,780	74,780	75,000	75,000	
Fire Fuel Tank Reimburse	3,556	3,280	1,700	3,300	3,500	3,500	
STATE & FEDERAL AIDS	**1,491,037**	**1,421,550**	**875,115**	**1,420,950**	**1,402,120**	**1,402,120**	**(19,430)**
SPECIAL FINANCING							
Applied Fund Balance	0	66,850	0	66,850	0	170,600	
Appl Carryover Balance	28,907	22,700	0	22,700	19,000	23,400	
Reserve For Encumbrance	0	2,995	0	3,000	0	0	
SPECIAL FINANCING	**28,907**	**92,545**	**0**	**92,550**	**19,000**	**194,000**	**101,455**
LICENSE REVENUE							
Liquor and Bev License	21,847	23,000	22,375	23,000	23,000	23,000	
Operator License	17,530	15,000	12,530	15,000	15,000	15,000	
Cigarette License	2,900	3,000	2,400	3,000	3,000	3,000	
Well License	0	20	0	0	0	0	
Electrical Cont License	214	0	35	40	0	0	
Heating License	1,960	2,500	260	2,500	2,500	2,500	
Pet License	11,771	13,000	7,080	13,500	14,000	14,000	
Amusement Device License	8,780	10,000	9,880	10,000	10,000	10,000	
Rooming House License	150	100	150	150	0	0	
Miscellaneous License	192	200	124	200	200	200	
LICENSE REVENUE	**65,344**	**66,820**	**54,834**	**67,390**	**67,700**	**67,700**	**880**
PERMITS REVENUE							
Building Permits	77,537	85,000	119,616	120,000	110,000	110,000	
Electrical Permits	27,965	25,000	23,900	25,000	25,000	25,000	
Plumbing Permits	24,094	21,000	30,454	32,000	29,500	29,500	
Parking Lot Const. Permit	500	0	300	300	500	500	
Heating Permits	28,027	22,000	31,965	33,000	30,000	30,000	
Home Occupation Permits	0	50	0	0	0	0	
Dance Permit	125	130	100	150	150	150	
Street Use Permit	900	1,200	1,500	1,500	1,200	1,200	
Parking Lot Const Permits	0	500	0	0	500	500	
Fuel Storage Tank	540	1,300	660	1,000	1,000	1,000	
Sprinkler Permits	1,137	1,000	876	1,000	0	0	
Fire Pit Permit	15,900	16,500	16,500	17,000	17,000	17,000	
All Other Permits	1,490	1,400	887	1,400	1,400	1,400	
PERMITS REVENUE	**178,215**	**175,080**	**226,758**	**232,350**	**216,250**	**216,250**	**41,170**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
HEALTH INSPECTION FEES							
Weights & Measures	32,180	30,000	28,580	28,500	30,000	30,000	
HEALTH INSPECTION FEES	**32,180**	**30,000**	**28,580**	**28,500**	**30,000**	**30,000**	**0**
GENERAL GOVERNMENT REVENUES							
Special Use Fees	450	400	0	400	400	400	
Board of Appeals	125	400	0	250	400	400	
Rezoning Deposits	300	300	0	600	600	600	
Publication Fees	1,221	1,200	1,375	1,380	1,500	1,500	
Real Property Status Fees	22,920	24,000	18,460	24,000	24,000	24,000	
Cable TV Franchise Fee	331,249	350,000	158,538	335,000	340,000	340,000	
Com Devel Document Sales	148	80	135	140	100	100	
Site Plan Review Fee	1,795	2,500	1,845	2,500	2,500	2,500	
Plat Review Fees/Annex	3,725	2,000	2,475	2,500	2,500	2,500	
Project Plan Review Fees	200	300	0	300	300	300	
Exempt Prop Filing Fees	420	500	30	100	0	0	
GENERAL GOV'T REVENUES	**362,553**	**381,680**	**182,858**	**367,170**	**372,300**	**372,300**	**(9,380)**
SPECIAL CHARGES							
Snow Removal Charges	1,995	3,000	1,680	3,000	3,000	3,000	
Weed Cutting Charges	8,205	8,000	8,420	8,420	10,000	10,000	
All Other Special Charges	0	100	0	100	100	100	
SPECIAL CHARGES	**10,200**	**11,100**	**10,100**	**11,520**	**13,100**	**13,100**	**2,000**
PUBLIC LIBRARY							
Library Receipts	41,358	39,000	28,414	40,000	40,000	40,000	
Coffee Sales	966	1,200	910	1,300	1,400	1,400	
Copier/Printer Fees	13,372	15,000	10,433	14,500	15,000	15,000	
Lost/Damaged Materials	8,647	7,800	6,183	7,800	8,000	8,000	
Sale of Library Property	766	0	0	0	0	0	
P-Card Rebate	0	0	2,508	2,510	4,000	4,000	
Winnebago County	698,899	699,700	524,774	699,700	712,850	712,850	
Calumet County	14,459	16,420	16,419	16,420	14,630	14,630	
Fond Du Lac County	815	500	501	510	520	520	
Collection Fee Charges	3,237	3,600	2,244	3,200	3,200	3,200	
PUBLIC LIBRARY	**782,519**	**783,220**	**592,386**	**785,940**	**799,600**	**799,600**	**16,380**
PUBLIC SAFETY REVENUE							
Police Sundry Revenues	1,834	3,000	1,192	3,000	3,000	3,000	
Photo ID's	720	700	960	1,000	1,000	1,000	
Sch Dist Liaison Program	189,923	194,100	145,206	194,100	201,220	201,220	
Vehicle Sales	0	40,000	27,893	40,000	0	0	
Crossing Guard Charges	2,000	0	0	0	0	0	
Sales of Police Property	1,632	0	0	0	0	0	
PUBLIC SAFETY REVENUE	**196,109**	**237,800**	**175,251**	**238,100**	**205,220**	**205,220**	**(32,580)**
GENERAL GOV'T SERVICES							
Utility Billing/Finance	163,734	162,200	121,650	163,260	165,530	165,530	
Water Utility/Finance Ser	64,308	77,620	58,215	77,530	74,570	74,570	
Water Utility/HR & Safety	12,330	12,700	9,525	12,700	14,500	14,500	
Water Utility/Legal &Adm.	21,540	22,200	16,650	22,200	25,500	25,500	
Joint Fire/Finance Ser	22,400	22,850	17,137	22,850	22,850	22,850	
Joint Fire/HR & Safety	31,500	35,000	26,250	35,000	40,000	40,000	
Joint Fire/Fiber Lease	5,140	5,300	3,975	5,300	5,450	5,450	
Muni Ct Bldg use/Menasha	3,000	3,100	3,100	3,100	3,250	3,250	
GENERAL GOV'T SERVICES	**323,952**	**340,970**	**256,502**	**341,940**	**351,650**	**351,650**	**10,680**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
STREET & HIGHWAY REVENUE							
Misc Equipment Rental	933	1,000	3,525	4,000	1,000	1,000	
Misc Service Revenue	5,142	2,000	10,679	12,000	10,000	10,000	
Other S & H Receipts	0	20	0	0	0	0	
Recoveries fm Damaged Prp	14,791	8,000	5,349	8,000	8,000	8,000	
Sale of City Materials	0	300	0	0	0	0	
Street Excavation Charges	38,592	25,000	21,670	22,000	25,000	25,000	
Restitution	21	100	0	100	100	100	
Special Garbage Collectn	2,771	2,000	2,336	2,340	2,000	2,000	
Commercial Dumpsters	66,009	83,000	60,869	75,000	75,000	57,000	
STREET & HIGHWAY REVENUE	**128,259**	**121,420**	**104,428**	**123,440**	**121,100**	**103,100**	**(18,320)**
OAK HILL CEMETERY REVENUE							
Cemetery Misc. Revenue	810	35,800	2,150	2,200	16,000	16,000	
Lot Sale Revenue	31,545	25,000	27,070	30,000	30,000	30,000	
Transfer fm Perp Care-Int	11,501	15,000	0	15,000	15,000	15,000	
Veterans Care Reimbursem	2,990	3,000	3,065	3,070	3,000	3,000	
Grave Openings	40,650	45,000	30,225	45,000	45,000	45,000	
Foundation/Marker Charges	23,408	6,000	7,760	8,000	6,000	6,000	
OAK HILL CEMETERY REVENUE	**110,904**	**129,800**	**70,270**	**103,270**	**115,000**	**115,000**	**(14,800)**
INTEREST INCOME							
Interest on Investments	189,483	200,000	131,635	200,000	225,000	225,000	
Interest on Taxes	39,483	40,000	29,117	30,000	35,000	35,000	
Interest from Water Dept	32,274	32,270	24,206	32,270	32,270	32,270	
Interest on Market Apprec	5,720	0	0	0	0	0	
Interest Revl Fund Assmts	25,014	30,000	20,746	30,000	30,000	30,000	
INTEREST INCOME	**291,974**	**302,270**	**205,704**	**292,270**	**322,270**	**322,270**	**20,000**
FINES & FORFEITURES							
Neenah Court Fines	2,163	3,000	2,777	3,200	3,000	3,000	
Municipal Courts Fines	88,059	120,000	64,138	90,000	100,000	100,000	
False Alarms	1,350	2,000	725	2,000	2,000	2,000	
Fire Re-Inspection Fees	800	1,000	0	1,000	1,000	1,000	
FINE & FORFEITURES	**92,372**	**126,000**	**67,640**	**96,200**	**106,000**	**106,000**	**(20,000)**
PROPERTY DAMAGE RECOVERY							
Police	4,004	0	1,000	0	0	0	
Public Works	0	20,000	0	20,000	20,000	20,000	
Community Development	1,342	0	0	0	0	0	
PROPERTY DAMAGE RECOVERY	**5,346**	**20,000**	**1,000**	**20,000**	**20,000**	**20,000**	**0**
REIMBURSEMENTS							
Workers Compensation	81,185	75,000	0	80,000	80,000	80,000	
Emp Practices Liab Ins.	3,970	4,470	4,470	4,470	4,150	4,150	
Auto/Physical Damage Ins.	3,604	4,300	4,285	4,290	8,200	8,200	
Local Governments	1,200	1,200	1,200	1,200	1,200	1,200	
CVMIC Liability Dividend	35,676	40,130	40,130	40,130	37,330	37,330	
P-Card Rebate	0	10,000	19,056	19,060	35,000	35,000	
REIMBURSEMENTS	**125,635**	**135,100**	**69,141**	**149,150**	**165,880**	**165,880**	**30,780**
LEASE/RENTAL REVENUE							
Adm Bld Water Utility	8,900	9,150	6,863	9,150	9,400	9,400	
Winnebago County	16,476	16,500	8,238	8,240	0	0	
City Garage Rentals	6,864	7,000	5,720	6,860	7,000	7,000	
Communication Tower Rent	74,729	70,000	50,994	70,000	70,000	70,000	
Sprint / Alamosa Lease	0	0	14,350	17,350	18,000	18,000	
Dumpster Rental Agreement	700	500	600	600	500	500	
LEASE/RENTAL REVENUE	**107,669**	**103,150**	**86,765**	**112,200**	**104,900**	**104,900**	**1,750**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SALE OF CITY PROPERTIES							
Bicycle Sales	84	100	118	120	100	100	
Police	0	0	0	0	10,000	10,000	
Public Works	0	0	0	0	100,000	100,000	
Park & Rec.	0	0	0	0	6,100	6,100	
Misc Sales of City Prop	0	2,000	0	2,000	2,000	2,000	
SALE OF CITY PROPERTIES	**84**	**2,100**	**118**	**2,120**	**118,200**	**118,200**	**116,100**
OTHER REVENUE							
Commercial Dumpsters	525	200	250	300	300	300	
Miscellaneous Revenue	6,449	3,000	1,137	3,000	3,000	3,000	
Emp Health Ins Contributi	271,633	315,000	163,596	220,000	0	0	
Sales Tax	35	50	21	50	50	50	
OTHER REVENUE	**278,642**	**318,250**	**165,004**	**223,350**	**3,350**	**3,350**	**(314,900)**
CONTRIBUTIONS							
Harbor Commission	0	700	0	0	0	0	
CONTRIBUTIONS	**0**	**700**	**0**	**0**	**0**	**0**	**(700)**
OTHER SPEC EVENTS-COMMUNITYFEST							
Vender Fees	4,283	4,000	4,343	4,600	4,500	4,500	
Contributions	10,000	10,000	10,000	10,000	10,000	10,000	
OTHER SPEC EVENTS-COM. FEST	**14,283**	**14,000**	**14,343**	**14,600**	**14,500**	**14,500**	**500**
OTHER CELEBRATIONS/COMMEM							
Miscellaneous	0	0	361	370	0	0	
OTHER CELEBRATIONS/COMMEM	**0**	**0**	**361**	**370**	**0**	**0**	**0**
TOURISM ENTITY							
Tourism Entity	0	0	0	0	0	35,000	
TOURISM ENTITY	**0**	**0**	**0**	**0**	**0**	**35,000**	**35,000**
GENERAL RECEIPTS-PARKS/REC							
Sun Shine Program	231	220	191	220	220	220	
Non-Taxable Concessions	50	200	0	0	0	0	
Work Permits	4,780	3,000	4,230	4,780	4,780	4,780	
Work Permit State Payment	(4,215)	(3,000)	(3,518)	(4,220)	(4,220)	(4,220)	
Sales Tax Collections	(530)	0	(12,846)	(12,900)	(10,000)	(10,000)	
Sales Tax	59	60	72	80	60	60	
WPRA Ticket Money Collect	14,107	12,490	14,536	14,540	14,110	14,110	
WPRA Ticket Money Payment	(13,510)	(12,100)	(13,966)	(13,970)	(13,510)	(13,510)	
Boat Stall Key Deposit	0	0	290	290	0	0	
GENERAL RECEIPTS-PARKS/REC	**972**	**870**	**(11,011)**	**(11,180)**	**(8,560)**	**(8,560)**	**(9,430)**
ADULT PROGRAM REVENUE							
Fitness Receipts	21,472	22,400	19,577	22,400	22,400	22,400	
Golf Lessons	1,380	1,380	1,440	1,440	1,440	1,440	
Softball-Team Reg	9,493	9,500	12,150	12,150	12,150	12,150	
Kickball	1,667	1,890	1,750	1,930	1,930	1,930	
Open Gym	1,045	960	749	960	960	960	
Volleyball-Summr Team Fee	1,156	940	720	720	720	720	
Tennis Instruction	751	630	495	500	500	500	
ADULT PROGRAM REVENUE	**36,964**	**37,700**	**36,881**	**40,100**	**40,100**	**40,100**	**2,400**
YOUTH PROGRAM REVENUE							
Youth Program Crafts	285	0	220	460	460	460	
Operation Recreation	3,507	3,490	2,651	2,660	2,630	2,630	
Children's Playtime	42,234	27,540	11,955	27,540	27,500	27,500	
Quick Start Tennis	702	1,240	840	1,240	1,240	1,240	
Start Smart	500	800	480	820	820	820	
Special Events	3,911	4,300	2,811	4,300	4,300	4,300	
YOUTH PROGRAM REVENUE	**51,139**	**37,370**	**18,957**	**37,020**	**36,950**	**36,950**	**(420)**
POOL & REC BLDG REVENUE							
Taxable Concessions	33,437	40,000	45,021	45,030	40,000	40,000	
Pool-Daily Receipts	49,854	56,000	64,777	64,780	56,000	56,000	
Pool-Season Pass Receipts	47,920	47,770	47,189	47,190	47,000	47,000	
Swim Lessons Receipts	44,338	44,570	47,340	47,400	47,000	47,000	
Locker Rental	208	250	280	280	250	250	
POOL & REC BLDG REVENUE	**175,757**	**188,590**	**204,607**	**204,680**	**190,250**	**190,250**	**1,660**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAM REVENUE							
Sports Clinics	33,733	33,810	34,905	34,910	34,760	34,760	
Dance Lessons	19,398	20,670	15,462	20,670	20,670	20,670	
INDEPENDENT PROGRAM REV	**53,131**	**54,480**	**50,367**	**55,580**	**55,430**	**55,430**	**950**
PLAYGROUND PROGRAM REVENUE							
Archery	1,494	1,540	1,434	1,440	1,430	1,430	
Baseball	1,556	1,560	1,309	1,310	1,310	1,310	
Crafts	1,096	1,060	345	350	350	350	
Operation Recreation	72,397	72,200	66,188	72,200	72,200	72,200	
Adventure	2,840	2,840	2,532	2,540	2,530	2,530	
Golf	980	980	635	640	640	640	
Nature Force	1,740	1,680	1,430	1,430	1,430	1,430	
Special Events	2,496	2,300	7,867	7,870	6,120	6,120	
Soccer Instruction	1,433	1,430	1,613	1,620	1,610	1,610	
Tennis	7,192	7,190	6,615	6,620	6,620	6,620	
Tennis-Accelerated	1,650	1,650	1,230	1,230	1,200	1,200	
Tot Lot	2,184	2,180	2,074	2,080	2,050	2,050	
TOT Sports	855	860	746	750	750	750	
PLAYGROUND PROGRAM REV	**97,913**	**97,470**	**94,018**	**100,080**	**98,240**	**98,240**	**770**
OTHER PARKS & REC REVENUE							
Doty Cabin	298	300	245	300	300	300	
Classic Boat Show Revenue	50	500	510	510	500	500	
Ice-Rink Taxable Concess	123	200	142	200	200	200	
Community Band	600	700	500	500	700	700	
OTHER PARKS & REC REVENUE	**1,071**	**1,700**	**1,397**	**1,510**	**1,700**	**1,700**	**0**
RIVERSIDE PLAYERS							
Riverside Tickets	23,743	25,000	23,696	25,000	25,000	25,000	
Other Revenues	2,080	2,020	1,545	1,580	1,580	1,580	
Taxable Concessions	1,547	2,960	1,818	2,000	2,000	2,000	
RIVERSIDE PLAYERS	**27,370**	**29,980**	**27,059**	**28,580**	**28,580**	**28,580**	**(1,400)**
PARKS REVENUE							
Rentals - Showmobile	95	100	0	0	0	0	
Rentals - Picnic Kits	125	150	117	150	150	150	
Rentals - Shattuck	138	100	195	200	200	200	
Facility Leases	16,280	14,300	16,100	16,100	16,100	16,100	
Facility User Fees	2,332	2,600	403	2,500	2,500	2,500	
Rentals - Green Park	345	500	635	640	500	500	
Rentals - Memorial Park	4,529	3,300	4,419	4,420	3,300	3,300	
Rentals - Gazebo	497	590	675	680	620	620	
Rentals - Riverside Park	1,808	2,500	4,008	4,010	3,600	3,600	
Rentals - Washington Park	4,731	4,200	5,380	5,380	4,800	4,800	
Rentals -Whiting Boathse	13,865	18,000	21,573	21,580	18,000	18,000	
Rentals - Southview Park	220	20	30	30	20	20	
Rentals -Memorial Pk Open	379	280	300	300	280	280	
Rental-Shattuck BoatStall	7,679	8,700	9,810	9,810	9,320	9,320	
Rentals - Doty Park	900	850	915	920	900	900	
Rentals - Miller Park	0	20	0	0	20	20	
Rental - Great Northern	226	190	240	240	200	200	
Rentals - Douglas Park	38	20	10	10	0	0	
Rentals-Memorial LG Room	6,552	6,500	8,183	8,190	6,500	6,500	
Rental-Memorial SM Room	1,166	850	1,198	1,200	930	930	
Herb & Dolly Smith Park	40	20	0	0	0	0	
Boat Launch User Fees	28,457	28,000	26,326	28,000	28,000	28,000	
PARKS REVENUE	**90,402**	**91,790**	**100,517**	**104,360**	**95,940**	**95,940**	**4,150**

CITY OF NEENAH
2016 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
FUND TRANSFERS							
Fleet Management	30,000	0	0	0	0	0	
Benefit Accrual Fund	200,000	100,000	0	0	0	0	
Information Systems	40,000	65,000	48,750	90,000	0	0	
Parking Fund	141,610	136,930	102,698	133,260	127,230	127,230	
Sewer Fd Maintenance	336,591	372,460	279,345	372,460	377,410	377,410	
Sewer Fd Admin	358,233	434,380	325,785	434,380	439,060	439,060	
Storm Water Management	334,398	378,450	283,838	378,450	390,870	390,870	
Cemetery Perp Care	5,000	5,000	3,750	5,000	5,000	5,000	
Dial-A-Ride	0	0	0	0	5,000	5,000	
Trans fm Public Safety Tr	6,551	11,460	11,460	11,460	12,000	12,000	
Industrial Devel Fund	5,000	5,000	3,750	5,000	5,000	5,000	
TIF #5 Administrative Chg	62,600	61,000	46,750	61,000	71,000	71,000	
TIF #5 Interest Charge	506	1,800	346	1,000	1,000	1,000	
TIF #6 Administrative Chg	46,100	46,000	35,500	46,000	53,500	53,500	
TIF #6 Interest Charges	0	2,000	256	2,000	2,000	2,000	
Transfer From TIF # 7	79,100	91,000	69,250	91,000	106,000	106,000	
TIF #8 Administrative Chg	79,100	91,000	69,250	91,000	106,000	106,000	
TIF #8 Interest	3,999	13,000	4,937	10,000	10,000	10,000	
TIF #9 Administrative Chg	0	30,000	23,500	31,000	36,000	36,000	
TIF # 10	0	0	0	30,000	36,000	36,000	
Recycling Fund	22,090	22,000	16,500	22,000	22,000	22,000	
Small Business Loan Fd	5,000	5,000	3,750	5,000	5,000	5,000	
Housing Fund	35,000	35,000	26,250	35,000	35,000	35,000	
CDBG Funds	46,556	35,000	11,145	25,000	25,000	25,000	
Joint Municipal Court	262	400	351	400	400	400	
Neenah Menasha Fire Rescu	146,578	25,000	0	36,070	70,000	70,000	
FUND TRANSFERS	**1,984,274**	**1,966,880**	**1,367,161**	**1,916,480**	**1,940,470**	**1,940,470**	**(26,410)**
TOTAL REVENUES	**22,958,518**	**23,448,025**	**18,826,900**	**23,350,040**	**24,314,660**	**23,629,560**	**181,535**
						Percent Budget Change	**0.77%**

FEES FOR SERVICES SCHEDULE

Res. No. 7185 adopted April 5, 2006 effective with the new Code of Ordinances of the City of Neenah, May 1, 2006.
This document contains updated fee information through September 23, 2015 Resolution No. 2015-34:

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
GENERAL FEES				
Notary Service	No Charge		§137.01(9)	Res. No. 7170
Copies/Open Records Requests	25¢ 1st page		§19.35(3)	Res. No. 7170
	15¢ Add'l pages		§19.35(3)	Res. No. 7170
Tapes/Other Media	Actual Cost	Materials/Reproduction	§19.35(3)(a)	Res. No. 7170
Maps	Actual Cost of Reproduction		§19.35(3)(a)	Res. No. 7170
Mail & Shipping of Records Request	Actual Cost of Mailing		§19.35(3)(d)	Res. No. 7170
Prepayment of Records Request	Cost of reproduction	Only if total charge exceeds $5	§19.35(3)(f)	Res. No. 7170
Cost to Locate Records	$25.00/hr	If locate cost exceeds $50	§19.35(3)(c)	Res. No. 7170
CLERK				
LICENSES				
Liquor				
Class A Malt	$200	Annual – expires 6/30 (pro-rated)	§125.25(4)	Ord. No. 1234
Class A Liquor	$400	Annual – expires 6/30 (pro-rated)	§125.51(2)(d)	Ord. No. 1234
Class B Malt	$100	Annual – expires 6/30 (pro-rated)	§125.26(4)	Ord. No. 1234
Class B Liquor	$350	Annual – expires 6/30 (pro-rated)	§125.51(3)(e)	Ord. No. 1234
Reserve Class B	$10,000	One time Initial fee (plus annual Class B fee)	§125.51(3)(e)(2)	Ord. No. 1234
Class B (wine only) Winery	$350	Annual – expires 6/30 (pro-rated)	§125.51	Res. No. 2015-34
Class C Wine	$100	Annual – expires 6/30 (pro-rated)	§125.51	Ord. No. 1234
Provisional Class B	$15	One time fee	§125.185(3)	Ord No. 1234
Temp Class B (Picnic)	$10	Per event	§125.51(10)	Ord. No. 1234
Publication Fee-renewal	$22	Annual due 4/15	§125.04(3)(g)	----------
Publication Fee-new app	$55	Initial – due upon application	§125.04(3)(g)	---------- Res. No. 7309
Change of Agent	$10	Due upon application	§125.04(6)(b)	----------
Beverage Operator	$60	Two year license – expires 6/30 Includes fee for picture	§125.17(1)	Ord. No. 1234 Ord. No. 1345 increase to $60 effective 1/1/2007
Duplicate Beverage Operator	$10	Per license	§125.17	----------
Temporary Beverage Operator	$10	Per event	§125.17(4)	Ord. No. 1234
Provisional Beverage Operator	$15	Per license	§125.185	Ord. No. 1234
Misc. Licenses				
Cigarette	$100	Annual – expires 6/30	§134.65(2)(b)	Ord. No. 1234
Amusement Device	$40/machine	Annual – expires 6/30		Code §4-172 Res. No. 2013-37
Dance Hall	$25	Annual – expires 6/30	§59.56(12)(b)	Ord. No. 858
Pawnbrokers License	$210	Annual – expires 12/31	§134.71	Code Section 4-64 Res. No. 7238
Secondhand Article Dealers	$80.00	Annual – expires 12/31	§134.71	Code Sec. 4-64 Res No 7238
Secondhand Jeweler Dealers	$80.00	Annual – expires 12/31	§134.71	Code Sec. 4-64 Res No 7238

FEE TYPE		FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Taxi Cab	1st Taxi	$25	Annual – expires 6/30	§349.24	Ord. No. 1223
	each add'l	$2	Annual – expires 6/30	§349.24	Ord. No. 1223
Escort License or Registration		$500	Annual – expires 6/30		Code Sec. 4-65 Ord. No. 2014-9 Res. No. 2014-10
Escort Service Licenses		$500	Annual – expires 6/30		Ord. No. 2014-9 Res. No. 2014-10
PERMITS					
Blasting		No Charge	Per Project		Code Sec. 11-119
Carnival/Circus		$25	Per day		Ord. No. 369
Christmas Tree Lot		$25	Annual – Expires 12/26		Ord. No. 858
Fireworks Stand		$25	Annual – Expires 7/5		Ord. No. 963
Open Burning		$15	Annual – exp 12/31		Ord. No. 1247
Street Use Permits		$75 except the fee for school sponsored events shall be $0	Per event – plus costs per code		Ord. No. 858 Res. No. 7353 Res. No. 2011-7 Res. No. 2011-25 Sec. 14-129(e) & (f)
Solicitor Permit – New		$25	1st Year – Expires 12/31	§59.55	Ord. No. 858
Solicitor Permit - renewal		$15	Annually – Expires 12/31	§59.55	Ord. No. 858
Mobile Food Vendor		$100	Per Mobile Food Vendor vehicle or cart		Sec. 4-353(a)
BID Surcharge		$50	Per Mobile Food Vendor or Transient Merchant located in the BID District		Sec. 4-64 & 4-353(a)
Wrestling/Boxing		$50 per wrestling event plus cost for providing two supervisors, who shall have police authority for the wrestling match. Estimated cost $50-100 per hour per officer.	Event	§444.02	Ord. No. 980 Vol IV Res. No. 7309
MISC. FEES					
Voter Registration Certificate		$5			Ord. No. 858
Voter Registration Certificate		$2	Seniors – over age 65		Ord. No. 858
Voter Registration List		$25.00 plus $5 per 1,000 voters	Includes Voter History	§6.36(6)	Set by State Elections Board Res. No. 7242
INFORMATION SYSTEMS					
ASSESSMENT DEPT:					
Reports (Hard Copies)					
Street Listing		$35.00			
Commercial Listing		$35.00			
Personal Property Labels		$25.00			
Alpha Property Listing By Owner		$35.00			
Alpha Property Listing By Street Name		$35.00			
Both Property Listings		$60.00			
Assessment Workbook		$100.00			
Both Property Listing and Workbook		$150.00			

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Vacant Land Listing	$20.00			
Multi-Unit Listing				
2 Units & Up	$35.00			
4 Units & Up	$20.00			
Files (emailed)				
Assessment Roll	$50.00			
Assessment Roll				
Legal Description				
Tax Roll				
Zoning				
Mailing Addresses	$30.00			
Personal Property Labels	$25.00			
FINANCE				
Tax Roll	$50.00			
COMMUNITY DEVELOPMENT				
WEIGHTS AND MEASURES				
Annual Permit Processing Fee	$25	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Scales 0 to 30 lbs.	$30 (per unit)	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Scales 31 to 1000 lbs	$40 (per unit)	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Weight Sets	$10	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Follow-up Inspection Fee (1st)	$100	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Follow-up Inspection Fee (2nd)	$200	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Penalty Nonregistered Device	Fee x 2	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Timing Devices	$10	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Meters (Taxi)	$50	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Electric Pill Counters	$10	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Gas Pumps (Retail)	$40	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
HS Pumps (Diesel)	$55	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Vehicle Tank/Bulk Plant Meter	$100	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Linear (Fabric, Wire, Rope Meters)	$10	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Farmer's Market Annual Fee (includes 7 or more devices)	$150	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Scanners 1 to 3 scanners (total) 4 or more (total)	 $75 $130	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Aluminum Can Recycle Machine	$100	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16
Late Payment Fee	$100	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Misc. Specialized Devices	$50/Hour	Annual	§ 98.04§ATCP 92.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
PLUMBING				**Plumbing Code**
New Plumbing/Appliance Fixtures	$7	Per fixture or minimum permit fee		Ch. 21, Art. V Res. No. 2011-17
New/replacement Sanitary Sewer Lateral	$10	Per inch of pipe diameter		Ch. 21, Art. V Res. No. 2011-17
New/replacement Storm Sewer Lateral	$10	Per inch of pipe diameter		Ch. 21, Art. V Res. No. 2011-17
New or replacement water service	$10	Per inch of pipe diameter		Ch. 21, Art. V Res. No. 2011-17
Repair of Building Drain, Sanitary Sewer Lateral, Storm Sewer Lateral or Water Service	$25			Ch. 21, Art. V Res. No. 2011-17
Repipe Basement	$25			Ch. 21, Art. V Res. No. 2011-17
Cap Sewer	$25			Ch. 21, Art. V Res. No. 2011-17
Well License Renewal	$25			Ch. 21, Art. V Res. No. 2011-17
Replacement Water Heater	$25	Minimum permit fee $25 or $5 per fixture if water Heater is included as part of the plumbing project		Ch. 21, Art. V Res. No. 2011-17
ELECTRICAL				**Electrical Code**
Electrical Service Work (Change/Repair)				
30-100 Amp	$50			Ch. 21, Art. III Res. No. 2011-17
200-400 Amp	$60			Ch. 21, Art. III Res. No. 2011-17
600 Amp	$70			Ch. 21, Art. III Res. No. 2011-17
800 Amp	$80			Ch. 21, Art. III

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
1000 Amp	$100			Res. No. 2011-17 Ch. 21, Art. III
Over 100 Amp	$150			Res. No. 2011-17 Ch. 21, Art. III
Residential New Construction & Additions	$50 + 3¢ per sq ft	Include all finished areas and garage space		Res. No. 2011-17 Ch. 21, Art. III
Commercial/Industrial New Construction	$50 + 8¢ per sq ft	Areas 0-5,000 sq ft		Res. No. 2011-17 Ch. 21, Art. III
	Plus 1¢ per sq ft	Areas 5,000-75,000 sq ft		Res. No. 2011-17 Ch. 21, Art. III
	Plus $ .001 per sq ft	Areas 75,000+ sq ft		Res. No. 2011-17 Ch. 21, Art. III
All Other Work	$25	Work between $1 - $300		Res. No. 2011-17 Ch. 21, Art. III
	$25 + $5 per $100	Work between $301 - $1,000		Res. No. 2011-17 Ch. 21, Art. III
	$60 + $12 per $1000	Work between $1001 - $10,000		Res. No. 2011-17 Ch. 21, Art. III
	$168 + $3 per $1000	Work between $10,001 - $100,000		Res. No. 2011-17 Ch. 21, Art. III
	$438 + $1 per $1000	Work over $100,000		Res. No. 2011-17 Ch. 21, Art. III
BUILDING				**Building Code**
Residential Garages & Unfinished Basement or Attic Remodel	$0.10 per Sq. Ft. ($50 Minimum)	Charge is Per Sq Ft		Res. No. 2011-17 Ch. 21, Art. II
Residential New Construction & Additions	$35 + $0.18 per sq ft	Charge is Per Sq Ft		Res. No. 2011-17 Ch. 21, Art. II
Commercial/Industrial: New Construction & Additions	$50 + $0.20 per sq ft (Minmum fee $200)			Res. No. 2011-17 Res. No. 2011-17
Construction & Additions	$20 per 100 sq ft Plus $10 per 100 sq ft	First 10,000 sq ft Additional over 10,000 sq ft		Ch. 21, Art. II Res. No. 2011-17
Commercial/Industrial: Warehouse New Construction		75% of new commercial/industrial rate on same square foot basis		Ch. 21, Art. II Res. No. 2011-17
Remodeling: Residential/ Commercial/Industrial	$35 and $5 per $1000 $60 & $2.50 per $1000	Work between $1 and $5000 Work over $5000		Ch. 21, Art. II Ch. 21, Art. II Res. No. 2011-17
HEATING, VENTILATION & AC				**Mechanical Code**
Existing Residential Properties Only:				
Replace Furnace Permit	$50			Ch. 21, Div. IV Res. No. 2011-17
New/Replacement air conditioners	$50			Ch. 21, Div. IV Res. No. 2011-17
Multiple Appliance installations (furnace & a/c)	$60	(Plus $10 for additional furnace/air conditioner)		Ch. 21, Div. IV Res. No. 2011-17
Fireplaces/Stove- wood or gas installation	$25			Ch. 21, Div. IV Res. No. 2011-17
New Residential Construction:				
New single family installations furnace and/or furnace-a/c	$100			Ch. 21, Div. IV Res. No. 2011-17
New duplex installations	$100	(Plus $10 for additional furnace/air conditioner)		Ch. 21, Div. IV

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
New & Replacement Commercial/Industrial Construction				Res. No. 2011-17
Work between $1-$2,000 in cost	$100			Ch. 21, Div. IV
Work over $2,000	$100 + $5 per $1,000			Ch. 21, Div. IV
MISCELLANEOUS PERMIT FEES				**Building Code**
Commercial Plan Review				
Building Plan	$125			Ch. 21, Div. II
HVAC	$125			Res. No. 2011-17
				Ch. 21, Div. II
				Res. No. 2011-17
Demolition				
Garage/Sheds	$20 plus bond	$500 bond check for bldg < 25,000 CU Feet		Ch. 21, Div. II
				Res. No. 2011-17
Residential Structures	$50 plus bond	$1,000 bond check for bldg 25,000-50,000 CU Feet		Ch. 21, Div. II
				Res. No. 2011-17
Commercial/Industrial	$150 plus bond	$2,000 bond check for bldg > 50,000 CU Feet		Ch. 21, Div. II
				Res. No. 2011-17
Erosion Control Residential	$150			Ch. 22, Art. IV
				Res. 7309
				Res. No. 2011-17
Erosion Control Commercial Industrial Community Facility	$275	Up to one acre; $200 for each add'l disturbed acre		Ch. 22, Art. IV
				Res. 7309
		Res. No. 2011-17		
Fences	$15			Ch. 21, Div. II
				Res. No. 2011-17
Fireplaces - wood or gas/wood stoves	$25			Ch. 21, Div. II
				Res. No. 2011-17
Foundation Repair	$30			Ch. 21, Div. II
				Res. No. 2011-17
Mobile Home Park	$100			Ch. 21, Div. II
				Res. No. 2011-17
Moving Permit	$150	Plus $10,000-$25,000 bond and insurance as required by the building inspector		
Newspaper Vending Machines Permit	$25	Initial Fee; Permit must be renewed yearly at no charge and expires December 31st		Res. 7292
				Code §14-146
				Res. No. 2011-17
Parking Lot – Residential	$100	Plan Review $50; Permit $25		Ch. 21, Div. II
				Res. No. 2011-17
Parking Lot – Commercial/ Industrial	$150	Plan Review $50; Permit $50		Ch. 21, Div. II
				Res. No. 2011-17
Pools – Above Ground	$30			Ch. 21, Div. II
				Res. No. 2011-17
Pools - Inground	$50			Ch. 21, Div. II
				Res. No. 2011-17
Sheds, Gazebos, Decks, Satellite Dishes	$20			Ch. 21, Div. II
				Res. No. 2011-17
Sandwich Board Signs	$25	Annual – expires December 31st		Code Sec 4-29
				Res. No. 7225
				Res. No. 2011-17

FEE TYPE		FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Signs – Wall Signs		$40			Sign Code Ch. 24
					Res. No. 2011-17
Signs – Pole/ground Signs		$60			Sign Code Ch. 24
					Res. No. 2011-17
Solar Panel Installations – Electric or Other		$30			Res. No. 2011-17
Street Furniture		$15	Annual		Ch. 14, Art. VII
					Res. No. 7367
					Res. No. 2011-17
LICENSE RENEWALS					
Electrical – Contractors License		$65	Includes one Master Electrician		
Electrical - Master License		$25			
Heating – Warm Air		$20			
Heating – Hot Water		$20			
Heating – Steam		$20			
PLANNING & ZONING FEES					**Zoning Code**
Rezoning Application		$300			Ch. 26
Variance Application		$125			Ch. 26
Special Use Application		$300			Ch. 26
Annexation Review		$300			Ch. 26
Site Plan Review	Small Site	$125			Ch. 26
	Large Site	$200			Ch. 26
Landscape Review		$75			Ch. 26
Certified Survey Map Review		$100			Ch. 26
Extraterritorial CSM		$100			Ch. 26
Preliminary Plat Review		$125 + $25/lot			Ch. 26
Final Plat Review		$75			Ch. 26
Official Street Map Amendment		$300			Ch. 26
P.U.D. Review		$200			Ch. 26
Home Occupational License	Initial	$25			Ch. 26
	Annual	$20			Ch. 26
Rooming House License (Annual)		$50			Ch. 26
Flood Plain Permits:					
Land Use Permit – Residential		$50			Ch. 26
Land Use Permit – Commercial		$100			Ch. 26
Map Amendment Application		$200			Ch. 26
Waiver Letter		$25			Ch. 26
Project Plan Approval		$200			Ch. 26
Master Plan Approval		$250			Ch. 26
DOCUMENT SALES					
Zoning Code		$3		§19.35	Res. No. 7170
Building Code		$3		§19.35	Res. No. 7170
Other Codes		$2		§19.35	Res. No. 7170
Comp Plan		$10		§19.35	Res. No. 7170
Maps					Res. No. 7170
	1" = 1,000' or basemap	50¢		§19.35	Res. No. 7170
	1" = 500' map	$2.25		§19.35	Res. No. 7170
	Any Topo map	$1.25		§19.35	Res. No. 7170
	Other maps	15¢/sq ft		§19.35	Res. No. 7170
Photocopies					Res. No. 7170
	Single Sheet	25¢		§19.35	Res. No. 7170
	Multiple Sheets	25¢ plus 15¢ per sheet		§19.35	Res. No. 7170

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Color Copies	$2 per 11x17		§19.35	Res. No. 7170
FINANCE				
LICENSES				
Cat	$6	Annual (if spayed or neutered)		
Cat	$11	Annual (if **not** spayed or neutered)		
Dog	$6	Annual (if spayed or neutered)		
Dog License	$11	Annual (if **not** spayed or neutered)		
Late Fee – dog/cat	$5	Annual After 3/31 (license fee plus a $5 state imposed fee)		Res. No. 7309
Dangerous Animal License	$50	Per Dangerous Animal		Sec. 3-16(b)(3)
PERMITS				
Parking	$18	Monthly (Ramp, Walnut Lot, Church Lot, Canal Lot, High/Bond Lot)		Res. No. 7309
Real Estate Status Report	$30	Per Report – normal turn around		Res. No. 7309
	$50	Per Report - Rush		
Special Assessment Installment Plan	7.5%	Annual Rate	§66.0715	Code Sec. 13-2 Res. No. 7267
FIRE				**Fire Code**
Petroleum Tank Installation Permit	$100	First Tank		Ch. 7
	$50	Each Additional Tank		Ch. 7
	$1,700	Maximum Fee		Ch. 7
Petroleum Tank Closure Permit	$20	Per 1,000 Gallon Tank Capacity, $240 maximum		Ch. 7
	$80	Minimum Fee		Ch. 7
Fire Protection Permit (Sprinkler Permit)				
Any Underground Main	$75			Ch. 7
Any Above Ground Piping (20+ Heads)	$75	Including Additions		Ch. 7
Each Riser	$25			Ch. 7
Each Floor Above the First Floor	$25			Ch. 7
Re-inspection Fee	$100	Per inspection starting with the 2nd inspection		Sec. 7-34 Res. No. 2013-34
HEALTH				
July 2012 Consolidated with Winnebago County Health Department. All Health related fees were removed from the City of Neenah Fee Schedule. WEIGHTS AND MEASURES were moved under the jurisdiction of the Community Development Department (see above).				
LIBRARY				
Fees are established by the Library Board				
PARK & RECREATION				
Fees are established by the Park & Recreation Commission and maintained by the Department				
POLICE				
Fingerprints				Res. No. 7170
Child ID	No Charge		§19.35(3)(e)	Res. No. 7170
Fingerprinting for Employment				
Neenah Resident	No Charge		§19.35(3)(e)	Res. No. 7170
Non-Resident	$10.00		§19.35(3)(a)	Res. No. 7170
Probation & Parole Registration	No Charge		§19.35(3)(e)	Res. No. 7170
Sex Offender Registration	No Charge		§19.35(3)(e)	Res. No. 7170
Photocopy Charges				
Photograph Reprints	50¢		§19.35(3)(a)	Res. No. 7170
Digital Reprints	$1.00/sheet			
	$2.00/glossy sheet			
Photograph for ID	$5.00			

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Accident Reports				
11 x 17 – Double Sided	$1.00		§19.35(3)(a)	Res. No. 7170 Res. No. 7309
8-1/2 x 11 – Double Sided	50¢		§19.35(3)(a)	Res. No. 7170
Incident Reports			§19.35(3)(a)	Res. No. 7170
1st Page	25¢		§19.35(3)(a)	Res. No. 7170
Additional Pages	15¢		§19.35(3)(a)	Res. No. 7170
			§19.35(3)(a)	Res. No. 7170
1 Page	25¢		§19.35(3)(a)	Res. No. 7170
2 Pages	40¢		§19.35(3)(a)	Res. No. 7170
3 Pages	55¢		§19.35(3)(a)	Res. No. 7170
4 Pages	70¢		§19.35(3)(a)	Res. No. 7170
5 Pages	85¢		§19.35(3)(a)	Res. No. 7170
6 Pages	$1.00		§19.35(3)(a)	Res. No. 7170
7 Pages	$1.15		§19.35(3)(a)	Res. No. 7170
8 Pages	$1.30		§19.35(3)(a)	Res. No. 7170
9 Pages	$1.45		§19.35(3)(a)	Res. No. 7170
10 Pages	$1.60		§19.35(3)(a)	Res. No. 7170
Other Charges				
Video (VHS or CD)	Actual Cost of Tape (estimated at $10.00)		§19.35(3)(a)	Res. No. 7170 Res. No. 7309
Audio Cassette	Actual Cost of Tape (Estimated at $5.00)		§19.35(3)(a)	Res. No. 7170 Res. No. 7309
PUBLIC WORKS				
NEW DEVELOPMENT				
Oversize Sanitary Interceptor Sewer Fee	$1,000.00	Acre		Code §17-107
Public Storm Water Infrastructure	$5,000.00	Acre		Code §13-7
Carpenter Tree Fund	$100.00-150.00	Lot		Res. No. 7309
Stormwater Management, Erosion Control, Erosion Plan Review and Inspection, Residential	$200.00	Subdivision plus $150/lot		Ch. 22, Art. IV Res. No. 7309
Erosion Plan Review and Inspection, Commercial, Industrial	$275	Up to one acre, $200 for each additional acre		Ch. 22, Art. IV Res. No. 7309
Post Construction Storm Water Plan Review and Inspection	$500	Up to one acre, $200 per additional acre		Ch. 22, Art. IV Res. No. 7309
Storm Water Utility Credit Review	$200	Per Credit Application		Ch. 17, Div. 2 Res. No. 7309
ENGINEERING DESIGN & INSPECTION (RECONSTRUCTION)				
Street Reconstruction	Hourly Rate Included in Assessment Rate			
Sanitary Sewer and Storm Sewer Repair and Replacement	Charged to Utilities			
GARAGE SERVICES (EQUIPMENT ONLY) (MULTIPLY HOURLY RATE X 1-1/2 FOR "NON-CITY" WORK)				
Grader	$55.00	Hour		
Vac-All	$55.00	Hour		
Street Sweeper	$70.00	Hour		
Sewer Jet Machine	$70.00	Hour		
Boom Truck	$45.00	Hour		
Rubber Tire Roller	$35.00	Hour		

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Front End Loader	$55.00	Hour		
Flusher	$35.00	Hour		
Refuse Trucks	$45.00	Hour		
5 Yard Dump Truck	$35.00	Hour		
10 Yard Dump Truck	$40.00	Hour		
One Ton Dump Truck	$25.00	Hour		
Air Compressor	$25.00	Hour		
Chipper	$25.00	Hour		
Tractor with Mower	$30.00	Hour		
Tractor or Jeep with Snowplow	$30.00	Hour		
4 Inch Pump	$20.00	Hour		
Under 4 Inch Pump	$15.00	Hour		
Flat Bed Trailer	$15.00	Hour		
Pickup Truck	$15.00	Hour		
Chain Saw	$12.50	Hour		
Loader with Blower	$75.00	Hour		
Mower-Weed Eater	$10.00	Hour		
Bobcat Loader	$30.00	Hour		
Milling Machine and Bobcat	$40.00	Hour		
Park Loader (590)	$35.00	Hour		
Backhoe	$35.00	Hour		
Utility Cart	$10.00	Hour		
CITY OF NEENAH GARAGE SERVICES (GENERAL) (LABOR & EQUIPMENT)				
Grass & Weed Removal (1 hr minimum charge)	$80.00	Hour + $25 Admin. Fee		
Special Collections (1 hr minimum charge)	$80.00	Hour + $25 Admin. Fee		Res. No. 7309
Snow Removal (1 hr minimum charge)	$80.00	Hour + $25 Admin. Fee		
GENERAL LABOR ("NON-CITY" WORK)				
	Actual Hourly Rate x 1-1/2 plus 70% Admin., Fringe Benefits, Overhead			
MECHANIC LABOR TO ENTERPRISE FUNDS & UTILITIES				
Small Equipment	$68.00	Hour		Res. No. 7309
Medium Equipment	$79.00	Hour		Res. No. 7309
Large Equipment	$88.00	Hour		Res. No. 7309
MISCELLANEOUS PERMIT FEES				
Natural Lawn Application Fee	$25.00	Per Event		Ord. No. 1389 Sec. 10-5(c)(1) Res. No. 7334
Application for Appeal - Natural Lawn Revocation	$25.00	Per Event		Ord. No. 1389 Sec. 10-35(d)(f) Res. No. 7334
Bond for Due Process Hearing - Lawn Declared Public Nuisance	$25.00	Per Event		Ord. No. 1389 Sec. 10-36(f)(2) Res. No. 7334
STREET / RIGHT OF WAY EXCAVATION PERMIT				
Administration Fee	$200.00	Each		Ch. 14, Div. II Res. No. 7309

FEE TYPE	FEE 2013	2014	2015	2016	BASIS	STATUTE NO.	ORD/RES/CODE
4" or 6" Sidewalk or Apron (Incl. Colored)	$9.00	$9.25	$9.50	$9.75	Sq. Ft.		Ch. 14, Div II, Res.2013-18
Curb and Gutter	$40.00	$41.00	$42.00	$43.00	Lin. Ft.		Ch. 14, Div II, Res.2013-18
Concrete Pavement - Final Patch	$12.00	$12.50	$13.00	$13.50	Sq. Ft.		Ch. 14, Div II, Res.2013-18
Asphalt Pavement/Oil & Chip - Final Patch	$8.00	$8.25	$8.50	$8.75	Sq. Ft.		Ch. 14, Div II, Res.2013-18
Terrace or Grass Turf Area	$1.50	$1.55	$1.60	$1.65	Sq. Ft.		Ch. 14, Div II, Res.2013-18
			2013 - 2016				
Street Degradation Base Fee			$4.00		Sq. Ft.		Ch. 14, Div II, Res.2013-18
Permit Fee			$200.00		Each		Ch. 14, Div II, Res.2013-18
New Gas Service/Abandon/Maintenance			$50.00		Each		Ch. 14, Div II, Res.2013-18
Curb Cut			$50.00		Each		Ch. 14, Div II, Res.2013-18
Tunnel/Bore/Directional Bore			$.50		Lin. Ft.		Ch. 14, Div II, Res.2013-18
New Poles/Guywires/Sm Peds/Boxes			$30.00		Each		Ch. 14, Div II, Res.2013-18
New Overhead Wires			$.15		Lin. Ft.		Ch. 14, Div II, Res.2013-18
New or Repl Manholes/Handholes			$75.00		Each		Ch. 14, Div II, Res.2013-18
Large Cabinets/Peds/Huts/Vaults/VRADs			$200.00		Each		Ch. 14, Div II, Res.2013-18
Trees			$300.00		Each		Ch. 14, Div II, Res.2013-18
Marker Post/Post Mounted Signs			$5.00		Each		Ch. 14, Div II, Res.2013-18
Failure to Obtain Permit			$200.00		Each		Ch. 14, Div II, Res.2013-18

WATER DEPARTMENT

Fees are established by the Public Service Commission of Wisconsin (PSC)

COMMON COUNCIL

Council President

Todd Stevenson

Major Activities

The City Council functions similar to a Board of Directors. It has final approval authority over all fiscal matters within the City. The Council represents three Aldermanic districts with three members representing each district. Each member is elected to a 3-year term allowing any citizen to run for the City Council each April. The City Council provides the vehicle for individual citizens to be heard.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$57,804	$61,380	$73,280	19.39%	$72,430	18.00%
No. of Aldermen	9	9	9	0%	9	0%

Summary of Executive Recommendations on Variable Cost Options

COMMON COUNCIL	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	$2,694	$2,500	$2,500	$2,250	Reduce by 10%.
Outside Services	0	200	200	200	Maintain 2015 level.
Outside Services-Televise Meetings	2,950	3,000	3,600	3,000	Reduce to 2015 level.
Small Program Packages	0	0	7,100	7,100	Legislative/Mobile Device Mgt.
Computer Hardware Outlay	0	0	4,900	4,900	10 i-Pad's for Elected Officials .
Total Executive Reductions Recommended				**$850**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: City Council	**Budget:** City Council
Program: General Government	**Submitted by:** Todd Stevenson

Goals/Responsibilities:
The goals of the Common Council are to effectively control City property, highways, navigable waters and public services and have the power to act for the government and good order of the City for its commercial benefit and for the health, safety and welfare of the public. To accomplish the responsibilities delegated to the City Council, the body may use licensing regulation, suppression, borrowing of money, tax levy, appropriation, fines, imprisonment, confiscation and other necessary or convenient means to fulfill its desired results.

Major Increases (Decreases) in 2016 Budget Request:
Small Program Packages - $7,100 increase. Purchase of Legislative/Mobile Device Management software.
Computer Hardware Outlay - $4,900 increase. Purchase of 10 i-Pads for elected officials.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
COUNCIL								
COUNCIL OPERATIONS (0101-700)								
0101	Salaries	34,238	36,510	27,153	36,510	39,670	39,670	
0111	Fringes	1,616	1,920	1,428	1,920	2,290	2,290	
0115	Schools/Seminars/Training	120	0	0	0	0	0	
0128	Empl Recognition Awards	10	10	0	10	40	40	
	Personal Services	**35,984**	**38,440**	**28,581**	**38,440**	**42,000**	**42,000**	**3,560**
0202	Outside Printing	367	400	376	380	400	400	
0203	Postage	1	0	0	0	0	0	
0204	Conference & Meetings	2,574	2,500	0	2,500	2,500	2,250	
0206	Advertising & Publication	8,953	11,000	7,244	10,000	11,000	11,000	
0218	Maintenance of Software	371	390	371	380	500	7,600	
0227	Cellular Telephone	215	480	435	480	480	480	
0233	Other Ser/Televising Mtng	4,460	3,000	915	3,600	3,600	3,000	
0236	Outside Services	387	200	0	200	200	200	
0255	IS Services / Internal	4,340	4,400	3,300	4,400	4,830	4,830	
	Contractual Services	**21,668**	**22,370**	**12,641**	**21,940**	**23,510**	**29,760**	**7,390**
0301	Office Supplies	56	100	86	100	100	100	
0302	Inhouse Printing	6	20	3	20	20	20	
0303	Computer Oper Supplies	0	100	0	100	200	200	
0308	Books and Periodicals	90	300	67	70	300	300	
0333	All Other Supplies	0	50	39	50	50	50	
0343	Small Program Packages	0	0	0	0	7,100	0	
	Supplies & Materials	**152**	**570**	**195**	**340**	**7,770**	**670**	**100**
	OPERATIONS	**57,804**	**61,380**	**41,417**	**60,720**	**73,280**	**72,430**	**11,050**
CAPITAL OUTLAY-COUNCIL (0181-700)								
8115	Computer Hardware Outlay	0	0	0	0	4,900	4,900	
	CAPITAL OUTLAY-COUNCIL	**0**	**0**	**0**	**0**	**4,900**	**4,900**	**4,900**
COUNCIL		**57,804**	**61,380**	**41,417**	**60,720**	**78,180**	**77,330**	**15,950**
							Percent Budget Change	**25.99%**

DEPARTMENT OF THE MAYOR

Department Head

Dean Kaufert

Major Activities

As Chief Executive Officer of the City, the Mayor is responsible for management of all City departments, supervising City staff, and providing direction for long term planning. He chairs the Common Council, Plan Commission, Board of Public Works and serves as President of the Water Commission.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$181,229	$187,330	$184,180	-1.68%	$184,180	-1.68%
No. of Employees (FTE)	1.5	1.67	1.67	0%	1.67	0%

Summary of Executive Recommendations on Variable Cost Options

MAYOR	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	$1,038	$1,500	$1,500	$1,350	Reduce by 10%.
Outside Services	0	150	0	150	Potential need for services
Public Relations	255	600	600	600	Maintain 2015 level.
City Newsletter	18,534	19,500	19,500	19,500	Maintain 2015 level.
LEAN Training Initiative	0	0	11,450	11,450	City-wide initiative - efficiency.
Total Executive Reductions Recommended				**$0**	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Mayor's Office	**Budget:** Mayor's Office/City Publication
	Program: General Government	**Submitted by:** Dean R. Kaufert

MAYOR'S OFFICE 0201-701

Goals and Responsibilities:
The Neenah Mayor serves as the City's chief executive officer and is elected for a four-year term. The Mayor is responsible for the day-to-day management of all City departments with all department heads reporting to this office. Through the Five-Year Capital Expenditure Plan and annual Operating Budget, the Mayor proposes major programs and priorities for Council consideration, communicating a clear vision for the community's future growth and development. Communication with the Council, staff and most importantly the public, responsiveness to citizen concerns, proactive problem solving and creative management of City business are the focal points of the Mayor's responsibilities. The Mayor's position is not so much about authority as it is duty and responsibility.

Activities:
Based on the above responsibilities, the Mayor serves all Neenah citizens, responding promptly to their concerns and charting a direction for the community that will make Neenah a better place to live. In addition to working with department heads to present a Five-Year Capital Expenditure Plan and annual Operating and Capital Budget for Council consideration, the Mayor chairs the Common Council meetings and Plan Commission and serves as President of the Water Commission. Either the Mayor or his designee serves on the Bergstrom-Mahler Museum Board and the Mayor is an ex-officio member of the Future Neenah Board of Directors appointing a designee from the Council to represent his office. He represents the City at a wide-range of civic events both in Neenah and the surrounding communities. The Mayor supervises City staff, conducts performance evaluations of department heads, participates in the selection process of key staff, conducts regular department head meetings, meets with or communicates with employees, updates the Council on a weekly basis and meets with interested citizens. The Mayor is responsible for promoting the community, directing long-range planning and developing consensus toward implementing those plans. He is also responsible for supervising the day-to-day operations of the City. Some say you can't fight City Hall but in Neenah you don't have to because elected officials and staff work for the citizens of this community and our job is to serve them.

2015 Accomplishments:
There has been a whirlwind of accomplishments and challenges for the Mayor's office this year. Now that we have our feet under us and feel comfortable in the role of leading our wonderful community we were able to have many noteworthy, positive events this past year.

I continue to be impressed by the quality of managerial staff throughout city government and also the effectiveness and commitment of the elected City Council members. One of the early goals of the office was to improve and enhance the Mayor's communication with the public and improved marketing of this community. A stronger effort to improve citizen involvement and community spirit has been led by the Mayor's new Administrative Assistant Joni Heinz and her strong skills in reaching out to the community through social media. The city's new website design, Facebook and Twitter continue to grow under her strong efforts.

Expansions of current businesses, ribbon cuttings for new ones, grand openings for small businesses and announcements of potential future projects helped keep me on the move and in the community.

Menasha Corporation's commitment to this community was evident early in the year with their announcement of a major project to expand and renovate the company headquarters along the frontage road early in the year at a cost of nearly $28 million. A development agreement and a new TIF District for the area was executed by the Council.

We are proud that Plexus Corporation continues to be a major employee in the industrial park and Alta is looking to hire more employees downtown. Our community and region is fortunate to have a world class

level II trauma health care system named Thedacare along with a state of the art medical helicopter. In addition we are blessed to have Children's Hospital Fox Valley serving our children's needs.

Our downtown continues to have a very high percentage of occupancy with a few new businesses like Tinsel Café, Broken Tree Pizza, Edward Jones, Anu Boutique, and The Shinery on Commercial Street just to name a few. The ERA Building continues with renovations and the opening of several new tenants including Lions Tail Brewery are scheduled to begin serving soon.

Soon work will begin on a new Aldi's grocery store on Green Bay Road due to our persistence and hard work by many. This will provide our residents another low cost option locally and not have to drive to another community.

And yes, the former Minergy (Fox Valley Energy) building finally came down in mid-October with cleanup still proceeding, giving the Council and community a great opportunity with the land for the future.

We also were successful in crafting a border agreement with the Town of Menasha which will protect our growth areas to the west for many years to come and provide us with a way to allow for measured growth in the future.

Our events and celebrations were huge successes with Communityfest leading the way. We had great crowds downtown for Streetball, Farmers Markets and during December the very popular live mannequin night.

The N-M Fire Rescue Team had equipment truck issues for the second year in a row thus necessitating the purchase of a new pumper scheduled to be delivered in October from Pierce Manufacturing. This pumper truck will meet the future needs of our communities for years to come insuring our residents peace of mind that we value their lives and property.

Our Police Department recently switched to their new SUV vehicles which are much better equipped to handle Wisconsin winters and provide a better environment for our officers to do their job. My efforts to get our officers out of the cars and into the community is being noticed also by our residents. Having our officers stop and say hello to our residents at many of the community functions leads to improved relations with the police. Our young people need to develop a relationship with our officers which will leads to better communication.

The year had new initiatives such as the Council's approval of a "Loop The Lake Project" to build a new pedestrian bridge over the rivers in Neenah and Menasha to connect with the Trestle Trail over Lake Buttes des Morts forming a 3.2 mile trail system. This project was helped by the approval by the State Legislature of a stewardship grant of $1.6 million to help offset the project cost of $3.2 million. Our partners Future Neenah have agreed to fund raise $1 million leaving the taxpayers obligation at $300,000. A true example of collaboration that will become a real jewel to be proud of for our quality of life here.

The city's efforts to improve efficiencies and provide stability with regard to providing services to its residents continues to shine. Public and private partnerships have given us the ability to get things done in collaboration with the private sector in these difficult economic times. The community continues to show its strength, the future is bright and we can be proud of where we are headed as a community. Neenah with Pride!

2016 Goals/Plans:
In 2016 our focus will be on continuing the high level of service to our residents throughout city government. Our employees will strive to provide a level of quality services and find ways to do things

more efficiently with limited resources. Recently we began having employees attend LEAN training and will continue to expand participation in this program. We will stress continued communication and listening to our residents on ways to improve services will be a top priority.

As Mayor, the open door policy will continue and programs like "Working with the Staff" will continue in an effort to better understand the challenges we face providing the services we do with limited resources. This Council and Mayor will be active and visible in the community and will give residents many opportunities to provide valuable input and suggestions for the Mayor and Council to consider. Small things like volunteering at the Saturday City Garage Recycling Center by the Council and the Mayor will continue and give residents the opportunity to help us by bringing things directly to us and saving our crews time during the week.

Making economic development policies with limited resources will be a challenge but one that we must take on. Creating opportunities to enhance our tax base and provide good paying jobs in our community will improve our quality of life for our residents. The state has made the ability to grow our financial resources dependant upon new growth in the community. We are in a unique position in that our public/private partnership ventures will help stimulate growth.

Continued development is imperative to allow our tax base to grow. An emphasis will be made to deliver new projects throughout Neenah. The South Commercial Street district will be looked at for possible city involvement for new opportunities. Site 7 and Arrowhead Park area acquisition and development opportunities will be a priority.

My hope is to begin utilizing dollars to begin assembling properties and developing infrastructure changes in the downtown area so future development projects will materialize enhancing our tax base.

In 2016 we will implement our enforcement policies and changes to our downtown parking needs that the parking task force provided. This is a must do to show present and future companies and shop owners our commitment to solve this issue.

Our commitment to our employees will be shown by continuing a system of merit pay and an effort and dollars to help bring valued employees to midpoint in a reasonable amount of time. Planning for additional long-time employee retirements will require us to transition new employees quickly to insure a productive workforce will be a priority.

Training will continue to be a focus for staff. LEAN Training is being offered to make us more efficient, 2013 Microsoft Office is being installed and the proper computer training is paramount. I also intend to follow through on my efforts to have 100% of our employees go through CPR training, The Heart Start Foundation (Part of the Community Foundation and Gold Cross) will assist in this project.

Training opportunities for our employees and making sure they have the proper equipment to adequately provide the service to our residents is a priority. We will have the best public safety officers consisting of police, fire and first responders to continue to show the public that we are a great place to live, work and play. Having trained professionals offer citizens comfort and security that they and their family will receive the best care if an incident happens to them and they need help. In addition, continuing the community policing effort to have them be more visible at community events throughout the year will help establish good relationships with our citizens and children.

We made progress in our efforts to improve our community with an aggressive but understanding code enforcement program. In 2016 an effort to stay on top of properties that fall into disrepair will be strengthened and dealt with. Our neighborhoods are our foundation and we will utilize any programs available to us to help homeowners maintain safe and healthy neighborhoods.

Lastly, providing the foundation for recreation, leisure activities and fun will be emphasized. Our community festivals, Concerts in the Park, Communityfest and all the other community-oriented events will continue. Our parks and swimming pool will provide an outlet to relax and have fun with our children or grandchildren. The Washington Park master plan will continue to be worked on and planned for. These are a few of the things that make a community special.

My goals are simple, make us better than before. With your help, ideas and support together we will be able to accomplish anything. Along the road there will be bumps but we will be able to weather the storm and continue to make Neenah a great community today and tomorrow. We all know what a wonderful place we live in, now we need to show how and why we love it here.

CITY PUBLICATION 0202-701

The Mayor's office, City staff and the Director of the Library, prepare a quarterly newsletter, mailed to every Neenah citizen in an effort to improve the lines of communication, keep people better informed and to solicit ideas and input. This valuable tool is to provide our citizens insight, knowledge and to keep them abreast of policies, schedules and items of interest. Remember, "Democracy is not run by the majority but by the majority that show up", so it is imperative for us to do all we can to educate the public on major issues and to provide opportunities for their input.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
MAYOR'S OFFICE								
OPERATIONS (0201-701)								
0101	Salaries	103,627	103,050	75,980	103,900	98,060	98,060	
0110	Health Insurance	22,488	23,610	17,712	19,670	15,740	15,740	
0111	Fringes	19,258	21,190	15,624	21,300	19,480	19,480	
0123	Auto Allowance	433	600	338	340	0	0	
	Personal Services	**145,806**	**148,450**	**109,654**	**145,210**	**133,280**	**133,280**	**(15,170)**
0202	Outside Printing	38	150	0	150	150	150	
0203	Postage	209	600	151	400	500	500	
0204	Conference & Meetings	1,038	1,500	514	1,500	1,500	1,350	
0207	Dues & Memberships	6,648	7,000	6,710	7,000	7,000	7,000	
0218	Maintenance of Software	218	230	130	230	230	230	
0227	Cellular Telephone	405	500	360	500	500	500	
0236	Outside Services	0	150	0	0	0	150	
0254	Printer / Copies	31	160	34	160	160	160	
0255	IS Services / Internal	7,478	7,410	5,558	7,990	8,310	8,310	
0261	Misc Expenditures	423	500	195	400	400	400	
0262	Public Relations	259	600	91	600	600	600	
	Contractual Services	**16,747**	**18,800**	**13,743**	**18,930**	**19,350**	**19,350**	**550**
0301	Office Supplies	107	200	74	200	200	200	
0302	Inhouse Printing	16	150	10	150	150	150	
0303	Computer Oper Supplies	0	30	0	0	0	0	
0308	Books and Periodicals	10	0	7	50	50	50	
0344	Small Equipment	0	100	245	250	100	100	
0347	Small Computer Hardware	0	100	59	100	100	100	
	Supplies & Materials	**133**	**580**	**395**	**750**	**600**	**600**	**20**
	OPERATIONS	**162,686**	**167,830**	**123,792**	**164,890**	**153,230**	**153,230**	**(14,600)**
CITY PUBLICATION (0202-701)								
0202	Outside Printing	11,319	12,000	6,162	12,000	12,500	12,500	
0203	Postage	7,215	7,500	5,431	7,000	7,000	7,000	
	Contractual Services	**18,534**	**19,500**	**11,593**	**19,000**	**19,500**	**19,500**	**0**
	CITY PUBLICATION	**18,534**	**19,500**	**11,593**	**19,000**	**19,500**	**19,500**	**0**
LEAN TRAINING (0203-701)								
0115	Schools/Seminars/Training	0	0	0	0	11,450	11,450	
	LEAN TRAINING	**0**	**0**	**0**	**0**	**11,450**	**11,450**	**11,450**
CAPITAL OUTLAY-MAYOR (0281-701)								
8115	Computer Hardware	0	0	1,132	1,140	0	0	
	CAPITAL OUTLAY-MAYOR	**0**	**0**	**1,132**	**1,140**	**0**	**0**	**0**
MAYOR'S OFFICE		**181,220**	**187,330**	**136,517**	**185,030**	**184,180**	**184,180**	**(3,150)**
							Percent Budget Change	**-1.68%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Mayor	**Budget:** Mayor's Office
	Program: General Government	**Submitted by:** Dean R. Kaufert

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Mayor	6,604 mo.	1.00	6,604 mo.	1.00	$79,250	$79,250	$79,250
Secretary (shared with City Attorney)	Grade F3	0.50	Grade F3	-	24,180	14,160	0
Subtotal		1.50		1.00	$103,430	$93,410	$79,250
PART-TIME							
Administrative Assistant	-	-	Grade F	0.67	0	10,490	18,810
OTHER COMPENSATION							
Accrued Wages	-		-		90	0	0
TOTAL	XXX	1.50	XXX	1.67	$103,520	$103,900	$98,060

DEPARTMENT OF FINANCE

Department Head

Michael K. Easker

Major Activities

The Department provides comprehensive direction and control of all City financial policies and programs. It also carries out all statutory Controller and Treasurer functions, which include accounts payable; accounts receivable; payroll; financial reporting; cash collection; banking and investments; borrowing and debt service; utility billing and collection; maintaining property tax rolls; budget preparation and administration; and preparation of independent audit report. Other duties include risk management and insurance, purchasing, pet licensing and cemetery.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$1,082,489	$1,094,450	$1,130,470	3.29%	$1,124,740	2.77%
No. of Employees (FTE)	8.67	8.67	8.67	0.00%	8.67	0.00%

Summary of Executive Recommendations on Variable Cost Options

FINANCE OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	$1,264	$3,000	$2,500	$2,500	Per department request.
Schools/Training/Conferences/Meetings	2,076	3,000	3,500	3,150	Reduce by 10%.
Small Equipment	1,264	500	500	500	Replacement needs.
Small Computer Hardware	0	500	500	500	Replacement needs.
ANNUAL AUDIT/GASB REQUIREMENTS					
Temporary Wages	1,000	1,000	1,000	1,000	To meet staffing needs.
Audit Services	57,039	55,620	50,500	50,500	For 2015 audit per new contract.
Professional Services	0	3,000	3,000	3,000	Fund bi-annual OPEB report.
RISK MANAGEMENT					
Schools/Training/Conferences/Meetings	58	100	300	270	Reduce by 10%.
Outside Services	3,600	3,600	3,600	3,600	Investigate liability claims.
Self-Insured Direct Liability Costs	60,000	60,000	75,000	70,000	Increase to fund recent claims.
PROPERTY DAMAGE					
City Share - Deductible	11,704	20,000	20,000	20,000	Based on recent claims history.
PURCHASING/P-CARD					
Temporary Wages	0	500	1,000	750	Smaller increase justified.
CENTRAL SERVICES					
Small Equipment	0	100	200	200	Potential needs.
UTILITY BILLING					
Training/Conferences/Meetings	95	500	500	450	Reduce by 10%.
Outside Services	3,653	3,500	3,600	3,600	Continue effort-effective service.
WATER UTILITY					
Temporary Wages	2,000	1,500	1,500	1,500	Maintain 2015 level.
Training/Conferences/Meetings	0	0	500	450	Reduce by 10%.
Outside Services	0	0	200	200	Potential needs.
CAPITAL EQUIPMENT					
Replace Mailing Machine	0	0	6,550	6,550	Necessary replacement.
New Folding/Inserting Machine	0	0	4,550	4,550	Replacement for failing equip.
Total Executive Reductions Recommended				**$5,730**	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: General Government	**Submitted by:** Michael Easker

Goals/Responsibilities:
Direct and control City fiscal programs. Carry out all statutory Controllership and Treasury functions including maintaining financial systems for all City funds. Provide financial analyses and participate in City policy-making processes. Prepare and administer the various City budgets. Report utilization of revenues and expenditures and budget conditions to the City Council, Mayor, operating departments, the public and other government agencies and make analyses related thereto. Administer City's borrowing, risk control and insurance programs. Direct independent audits, make recommendations and implement practices for improved financial administration, fiscal management and internal control practices.

Activities:
Collect and disburse monies according to legal and budgetary responsibilities. Account for City, School District, County and State property tax collections. Pre-audit all claims against the City. Prepare payrolls. Prepare statements reporting fiscal condition of City for internal management and state and federal agencies. Manage cost distribution systems. Handle other fiscally related activities per Council and Mayoral directives. Carry out annual independent audit and all GASB reporting requirements. Forecast cash flow for investments and fiscal planning. Determine financial impact of annexations, tax increment districts and operating program changes. Oversee employees' deferred compensation program. Maintain central control over office supply and administrative equipment purchasing. Manage central administrative services including insurance, purchasing, mail, etc. Jointly with Police Department, administer parking fine collection program. Responsible for all accounting and financial reporting related functions of the Neenah Water Utility, along with the utility billing system for the water, sewer and storm water utilities. Manage City's various casualty insurance and risk management program activities. Assist City Attorney in labor contract negotiation process. Provide accounting, payroll and risk management services to Neenah-Menasha Fire Rescue. Represent the City with the Cities and Villages Mutual Insurance Company, the Performing Arts Center Room Tax Commission, League of Wisconsin Municipalities and Winnebago County Solid Waste Board. Also provide representation on Joint Neenah Menasha Cable TV Committee and Board of Public Works.

2015 Accomplishments:
- Continued implementation of strategies in reaction to Act 10 and Act 32 legislation from the State of Wisconsin. Process includes updating and designing sustainable strategies and policies to ensure the short-term as well as long-term financial resiliency of the City.
- Successfully issued $4,400,000 in G.O. Promissory Notes to finance 2015 capital projects, $1,850,000 in Promissory Notes to refinance 2005 and 2007 G. O. Bonds and issued $1,350,000 in Note Anticipation Notes to provide temporary financing in pending TIF district #10.
- City's AA bond rating was affirmed by Standard and Poors, while our bond rating with Moody's Investors Service remains at Aa2. These bond ratings continue to put the City of Neenah in the top 25% of all bond ratings in the nation, enhancing the City's reputation and credit worthiness. This translates into a substantial savings of taxpayers' funds due to lower interest costs on future borrowing by the City.
- Completion of 2014 audit, including issuance of unqualified audit opinion. Audit completed with continuing trend of minimal auditor adjustments required.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 31st consecutive year.
- Continued to implement all requirements related to the Governmental Accounting Standards Board pronouncements, including GASB No. 40 (Enhanced Investment Reporting Standards), GASB No. 44 (Economic Condition Reporting) and GASB No. 45 (Other Post Employment Benefits Reporting), GASB No. 51 (Accounting and Financial Reporting for Intangible Assets) and GASB No. 54 (Fund Balance Reporting), as well as Statement on Auditing Standards (SAS) No. 112 (Communicating Internal Control Matters Identified in an Audit).
- Selection of City auditor for fiscal years 2015-18 starting with RFP process through final recommended selection by Mayor appointed Auditor Selection Committee
- In cooperation with Community Development, finalized declaration of distressed TIF designation for specific City TIF districts 5, 6 and 8.
- Continued to examine Finance Department staff duties and responsibilities to enable greater cross-training and labor efficiency at a lower cost.
- In cooperation with Information Systems, began implementation to streamline payroll and time entry processing.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Finance Operations
Program: General Government	**Submitted by:** Michael Easker

- Department processes approximately 65,000 cash/check transactions, 14,500 credit card transactions, 2,800 debit card transactions, 300 e-check transactions, 3,400 ACH transactions, 11,000 property tax bills, 53,000 utility service invoices, 16,800 payment vouchers, 13,000 payroll direct deposits, 6,500 vendor checks and 1,150 invoices annually.

2016 Goals/Plans:

- Extend process of long-range financial planning including implementing policies and strategies designed to ensure the short-term as well as long-term financial resiliency of the City. Continue to work within the parameters of State of Wisconsin Act 10 and Act 32 with regard to reduced state revenue as well as labor negotiations and policies.
- In cooperation with Information Systems, continue to explore electronic and online billing and payment options.
- Continue to explore options to provide enhanced investment yields.
- Explore additional options for banking services.
- Prepare to implement all requirements related to the Governmental Accounting Standards Board new pronouncements, including GASB No. 61 (The Financial Reporting Entity: Omnibus) GASB No. 65 (Items Previously Reported as Assets and Liabilities) GASB No. 67, 68 and 71 (Accounting and Financial Reporting for Pensions).
- Continue to promote organizational productivity through enhanced technology and the efficient use of human resources and department restructuring.

Major Increases (Decreases) in 2016 Budget Request:

Finance – Operation

I/S Services - $5,780 increase. Per I/S billing formula.

Annual Audit

Accounting & Auditing - $5,120 decrease. Per new audit contract.

Risk Management

Property Insurance - $6,900 increase. Estimated premium increase pending move from underfunded Wisconsin Property Insurance Fund to insurance company formed as joint venture with CVMIC, League of Wisconsin Municipalities and Wisconsin Counties

Self-Insured Direct Costs - $15,000 increase. Increase necessary to fund recent claims.

Capital Outlay

Computer Hardware Outlay - $11,100 increase. Replacement of Mailing Machine ($6,550) and new Folding/Inserting Machine ($4,550).

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
FINANCE OPERATIONS/CAP. OUTLAY								
OPERATIONS (0501-703)								
0101	Salaries	352,093	337,710	202,413	297,850	331,210	331,210	
0103	Temporary Wages	1,264	3,000	2,631	3,000	2,500	2,500	
0110	Health Insurance	89,108	92,160	69,120	76,420	92,650	92,650	
0111	Fringes	67,811	62,630	37,855	55,000	62,600	62,600	
0115	Training	181	0	0	0	0	0	
0128	Empl Recognition Awards	210	0	0	0	0	0	
	Personal Services	**510,667**	**495,500**	**312,019**	**432,270**	**488,960**	**488,960**	**(6,540)**
0202	Outside Printing	1,997	3,000	1,012	3,000	3,200	3,200	
0203	Postage	7,010	8,500	1,872	8,000	8,400	8,400	
0204	Conference & Meetings	1,895	3,000	3,477	3,500	3,500	3,150	
0205	Debit Card Charges	2,256	2,000	2,591	3,000	3,000	3,000	
0207	Dues & Memberships	1,260	1,300	1,213	1,300	1,300	1,300	
0210	Maintenance of Hardware	910	950	910	910	950	950	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0218	Maint of Software	27,186	28,440	28,872	28,880	30,060	30,060	
0221	Telephone	2	20	0	20	20	20	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	5,210	0	4,160	4,160	0	0	
0254	Printer / Copies	6,765	7,060	3,262	6,520	6,520	6,520	
0255	IS Services / Internal	46,191	37,750	28,313	41,780	43,530	43,530	
	Contractual Services	**101,162**	**92,600**	**76,042**	**101,650**	**101,060**	**100,710**	**8,110**
0301	Office Supplies	4,208	3,000	1,581	3,000	3,000	3,000	
0302	Inhouse Printng/Dist Cost	0	50	4	50	50	50	
0303	Computer Oper Supplies	430	750	194	750	750	750	
0308	Books and Periodicals	585	600	371	730	500	500	
0333	All Other Supplies	11	100	12	100	100	100	
0344	Small Equipment	1,264	500	145	500	500	500	
0347	Small Hardware	339	500	106	500	500	500	
	Supplies & Materials	**6,837**	**5,500**	**2,413**	**5,630**	**5,400**	**5,400**	**(100)**
CAPITAL OUTLAY-FINANCE								
8115	Computer Hardware Outlay	0	0	145	150	11,100	11,100	
	Capital Outlay	**0**	**0**	**145**	**150**	**11,100**	**11,100**	**11,100**
	FINANCE OPERATIONS	**618,666**	**593,600**	**390,619**	**539,700**	**606,520**	**606,170**	**12,570**
							Percent Budget Change	**2.12%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
ANNUAL FINANCIAL AUDIT/GASB #34 Impl (0505-703)								
0103	Temporary Wages	1,000	1,000	1,000	1,000	1,000	1,000	
0111	Fringes	20	20	20	20	20	20	
	Personal Services	**1,020**	**1,020**	**1,020**	**1,020**	**1,020**	**1,020**	**0**
0202	Outside Printing	0	400	0	400	400	400	
0203	Postage	0	50	0	50	50	50	
0232	Accounting & Auditing	57,039	55,620	56,686	56,690	50,500	50,500	
0238	Professional Services	0	6,000	6,000	6,000	3,000	3,000	
	Contractual Services	**57,039**	**62,070**	**62,686**	**63,140**	**53,950**	**53,950**	**(8,120)**
	ANNUAL FINANCIAL AUDIT	**58,059**	**63,090**	**63,706**	**64,160**	**54,970**	**54,970**	**(8,120)**
							Percent Budget Change	**-12.87%**
RISK MANAGEMENT (0507-703)								
0204	Conference & Meetings	58	100	312	320	300	270	
0236	Outside Services	3,600	3,600	2,700	3,600	3,600	3,600	
0239	Misc Insurance	1,145	1,260	1,152	1,160	1,200	1,200	
0245	Property Insurance	27,251	29,500	23,655	23,660	36,400	36,400	
0246	Liability Insurance	56,564	57,980	58,962	58,970	61,650	61,650	
0247	Auto Insurance	27,047	28,490	28,466	28,470	31,450	31,450	
0248	Boiler:Machine Insurance	1,963	2,000	1,963	1,970	2,100	2,100	
0257	Cyber Insurance	0	0	0	0	3,200	3,200	
0271	Self-Insured Direct Costs	60,000	60,000	60,000	60,000	75,000	70,000	
	Contractual Services	**177,628**	**182,930**	**177,210**	**178,150**	**214,900**	**209,870**	**26,940**
	RISK MANAGEMENT	**177,628**	**182,930**	**177,210**	**178,150**	**214,900**	**209,870**	**26,940**
							Percent Budget Change	**14.73%**
PROPERTY DAMAGE (0509-703)								
0718	City Hall	2,342	0	0	0	0	0	
0721	Police	9,362	0	0	0	0	0	
0799	Undesignated	0	20,000	0	20,000	20,000	20,000	
	Other	**11,704**	**20,000**	**0**	**20,000**	**20,000**	**20,000**	**0**
	PROPERTY DAMAGE	**11,704**	**20,000**	**0**	**20,000**	**20,000**	**20,000**	**0**
							Percent Budget Change	**0.00%**
PURCHASING/P-CARD (0511-703)								
0103	Temporary Wages	0	500	0	500	1,000	750	
0111	Fringes	0	10	0	10	20	20	
	Personnel Services	**0**	**510**	**0**	**510**	**1,020**	**770**	**260**
0207	Dues & Memberships	35	50	35	40	40	40	
0218	Maint of Software	0	1,270	0	1,270	1,300	1,300	
	Contractual Services	**35**	**1,320**	**35**	**1,310**	**1,340**	**1,340**	**20**
	PURCHASING/P-CARD	**35**	**1,830**	**35**	**1,820**	**2,360**	**2,110**	**280**
							Percent Budget Change	**15.30%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CENTRAL SERVICES (0515-703)								
0203	Postage	1,212	1,600	1,293	1,600	1,700	1,700	
0207	Dues & Memberships	284	400	236	450	500	500	
0212	Maint of Office Equipment	1,343	1,000	0	1,000	1,000	1,000	
0252	Rental of Equipment	540	650	2,044	2,050	750	750	
0269	PayPal Fees	0	50	0	0	0	0	
	Contractual Services	**3,379**	**3,700**	**3,573**	**5,100**	**3,950**	**3,950**	**250**
0301	Office Supplies	5,407	10,000	3,373	9,000	9,000	9,000	
0302	Inhouse Printng/Dist Cost	0	0	1	10	0	0	
0303	Computer Oper Supplies	0	200	0	100	100	100	
0333	All Other Supplies	510	100	0	200	200	200	
0344	Small Equipment	0	100	0	200	200	200	
	Supplies & Materials	**5,917**	**10,400**	**3,374**	**9,510**	**9,500**	**9,500**	**(900)**
	CENTRAL SERVICES	**9,296**	**14,100**	**6,947**	**14,610**	**13,450**	**13,450**	**(650)**
							Percent Budget Change	**-4.61%**
UTILITY BILLING (0525-703)								
0101	Salaries	72,510	76,650	57,488	74,000	74,040	74,040	
0110	Health Insurance	19,884	20,670	15,507	18,090	20,560	20,560	
0111	Fringes	13,920	14,050	10,538	13,540	13,890	13,890	
	Personal Services	**106,314**	**111,370**	**83,533**	**105,630**	**108,490**	**108,490**	**(2,880)**
0202	Outside Printing	2,450	1,500	877	2,000	2,500	2,500	
0203	Postage	21,074	16,000	13,270	18,000	19,000	19,000	
0204	Conference & Meetings	95	500	104	500	500	450	
0205	Debit Card Charges	2,256	2,000	1,623	2,000	2,100	2,100	
0218	Maint of Software	6,033	6,200	7,100	7,100	6,200	6,200	
0236	Outside Services	3,653	3,500	2,299	3,600	3,600	3,600	
0255	IS Services / Internal	6,762	7,350	5,513	7,780	8,090	8,090	
	Contractual Services	**42,323**	**37,050**	**30,786**	**40,980**	**41,990**	**41,940**	**4,890**
0302	Inhouse Printng/Dist Cost	2	0	5	10	0	0	
	Supplies & Materials	**2**	**0**	**5**	**10**	**0**	**0**	**0**
	UTILITY BILLING	**148,639**	**148,420**	**114,324**	**146,620**	**150,480**	**150,430**	**2,010**
							Percent Budget Change	**1.35%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
WATER UTILITY (0526-703)								
0101	Salaries	37,880	47,010	35,258	45,000	44,290	44,290	
0103	Temporary Wages	2,000	1,500	1,125	1,500	1,500	1,500	
0110	Health Insurance	10,932	13,080	9,811	11,440	12,710	12,710	
0111	Fringes	7,650	8,890	6,668	8,510	8,590	8,590	
	Personal Services	**58,462**	**70,480**	**52,862**	**66,450**	**67,090**	**67,090**	**(3,390)**
0204	Conference & Meetings	0	0	209	210	500	450	
0236	Outside Services	0	0	0	0	200	200	
	Contractual Services	**0**	**0**	**209**	**210**	**700**	**650**	**650**
	WATER UTILITY	**58,462**	**70,480**	**53,071**	**66,660**	**67,790**	**67,740**	**(2,740)**
							Percent Budget Change	**-3.89%**
FINANCE		**1,082,489**	**1,094,450**	**805,912**	**1,031,720**	**1,130,470**	**1,124,740**	**30,290**
							Percent Budget Change	**2.77%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: General Government	**Submitted by:** Michael Easker

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Budget for 2015	Estimate for 2015	For 2016
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	$105,070	$105,070	$105,730
Deputy Director	Grade N3	1.00	Grade N3	1.00	83,860	83,860	84,380
Acctng/Treasurer Supervisor	Grade M3	1.00	-	-	61,200	-	-
Accounting Specialist	Grade H3	-	Grade H3	1.00	-	13,500	39,720
Senior Cashier	Grade H3	1.00	Grade H3	1.00	41,960	41,960	42,400
Office Manager	Grade G3	1.00	Grade G3	1.00	37,080	37,080	37,640
Payroll/ A/P/ A/R Coordinator	Grade G3	1.00	Grade G3	1.00	43,170	43,170	43,630
Utility Billing Clerk/ A/P	Grade F3	1.00	Grade F3	1.00	38,460	38,460	38,880
Cashier	Grade F3	1.00	Grade F3	1.00	37,740	37,740	38,080
Subtotal		8.00		8.00	$448,540	$400,840	$430,460
PART-TIME							
Cashier	Grade F	0.67	Grade F	0.67	18,910	14,520	17,420
OTHER COMPENSATION							
Accrued Wages	-		-		1,730	1,490	1,660
TEMPORARY							
Intern/Co-op Student	9.00/hr.		9.00/hr.		6,000	6,000	6,000
TOTAL	XXX	8.67	XXX	8.67	$475,180	$422,850	$455,540

DEPARTMENT OF LEGAL & ADMINISTRATIVE SERVICES

Department Head

James Godlewski

Major Activities

The Department has historically been an internal service agency consisting of the City Attorney, City Clerk and Human Resources/Safety. Beginning in 2013, the Human Resources and Safety function began operating as a stand alone department.

Activities of the City Attorney include providing legal advice to the Mayor, Common Council and department and conducting all pretrials before municipal court. The City Clerk's office provides record retention and management; supervises voter registration and election administration; issues various licenses and acts as Secretary to the Council.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$457,620	$444,750	$537,190	20.78%	$536,390	20.60%
No. of Employees (FTE)	3.5	4	4	0.00%	4	0.00%

Summary of Executive Recommendations on Variable Cost Options

CITY ATTORNEY OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	$3,543	$4,000	$4,200	$3,780	Reduce by 10%.
Outside Services	113	250	100	100	Per department request.
Small Program Packages	150	150	150	150	Maintain 2015 level.
Small Equipment	0	100	100	100	Maintain 2015 level.
Small Computer Hardware	0	150	100	100	Per department request.
EXTERNAL LEGAL SERVICES					
All Outside Services	14,220	14,220	14,500	14,500	Slight increase justified.
Professional Services	182	2,000	1,500	1,500	Maintain 2015 level.
CABLE TELEVISION					
Outside Services - Franchise Renewal	0	250	250	250	Maintain 2015 level.
CITY CLERK					
Schools/Training/Conferences/Meetings	3,585	3,500	3,500	3,150	Reduce by 10%.
Outside Services	6,303	6,500	6,500	6,500	Maintain 2015 level.
Small Program Packages	60	400	300	300	Per department request.
Small Equipment	0	300	1,800	1,800	Equipment needs justified.
Small Computer Hardware	0	200	60	60	Per department request.
ELECTIONS					
Temporary Wages	35,572	15,000	45,000	45,000	Two more elections in 2016.
Schools/Training/Conferences/Meetings	13	300	300	270	Reduce by 10%.
Outside Services	6,971	6,000	15,000	15,000	Two more elections in 2016.
Building Rental	1,120	1,200	2,400	2,400	Two more elections in 2016.
Small Equipment	0	1,500	1,500	1,500	Equipment needs justified.
BOARD OF REVIEW					
Outside Services	12	1,000	1,000	1,000	Maintain 2015 level.
Total Executive Reductions Recommended				**$800**	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Department of Legal and Administrative Services/City Attorney	**Budget:** City Attorney/ External Legal Services/Cable Television Franchise
	Program: General Government	**Submitted by:** James G. Godlewski

Goals/Responsibilities:
Provide legal advice to the Mayor, Common Council, department heads and duly constituted boards and commissions, and conduct all of the legal business in which the City has an interest. Coordinate and supervise litigation involving the City. Aid in the administration of the Equal Opportunity and Fair Labor Standards Acts, Americans with Disabilities Act, employee health and life insurance, unemployment and worker's compensation programs. Oversee labor contract administration. Negotiate any matters requiring impact bargaining with the City's labor unions. Designate Risk Management responsibilities. Oversee and assist in the recodification of the Neenah Municipal Code and continuing updates to the code. Supervise the work of the City Clerk.

Activities:
Attend Common Council and Finance and Personnel Committee meetings as well as other committee meetings as requested. Assist in either prosecuting or advising the appropriate committee on due process administrative appeals. Member of the Board of Public Works. Represent the City in labor negotiations and arbitration and mediation proceedings. Research, draft and presentation of legal papers necessary in the prosecution or defense of litigation involving the City. Draft and/or review ordinances, resolutions, contracts, leases and indentures. Negotiate contract terms with the various insurance carriers. Advise Mayor, Common Council members and other departments as requested. Review and settle liability claims per Cities & Villages Mutual Insurance Company rules and City of Neenah claims policy.

2015 Accomplishments:
- Created and implemented new Paralegal position in the City Attorney's office.
- Continued to work closely with the CDA to implement redevelopment plans for the Downtown Gateway redevelopment area (PH Glatfelter Mill Redevelopment). Assisted in the acquisition of 220 Main Street.
- Assisted in successful completion of EEOC litigation involving dismissed police officer.
- Continued involvement in the Fox River PCB cleanup issue, including negotiations with insurers to obtain maximum reimbursement of legal fees, and tentative settlement of environmental claims with the U.S. Government.
- Continued successful implementation of electronic file management system (CityLaw).

2016 Goals/Plans:
- Continue work to update and create necessary City policies, as needed.
- Fully develop and implement ADA Title II compliance program.
- Continue to implement Act 10 provisions.
- Continue Fox River PCB litigation involvement.
- Complete transactions necessary to insure successful redevelopment of the PH Glatfelter Mill Redevelopment.
- Continue implementation of computerized file management program for City Attorney's office and other aspects of DOLAS as appropriate (including document scanning project).

Major Increases (Decreases) in 2016 Budget Request:

- ***Paralegal Position***

This year's City Attorney's Office budget implements the full-time paralegal position for a full calendar year. Because this position no longer is split with the Mayor's Office, the full cost of the position is associated with the City Attorney's office. A full year impact of that position increases personnel costs (salaries and fringe benefits) by just under $30,000.

- ***Remainder of Office Expenses***

The remaining office expenses saw an approximate 6% decrease in contractual services, supplies and materials expenditures. The proposed budget would increase the stipend for the City's contracted prosecutor by 1.97% (a $280 increase), which is the first increase in two years. To offset that cost, and based on usage, the budget for outside counsel was decreased by $500 (a 25% decrease), leaving a net decrease in outside attorney budget costs of $220 or a 1.36% decrease.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Department of Legal and Administrative Services/City Clerk	**Budget:** City Clerk/ Elections/Board of Review
	Program: General Government	**Submitted by:** Patty Sturn

Goals/Responsibilities:
Provide mandated services to the general public, voter registration, licensing, records retention and management, custody of the Corporate Seal. Act as Secretary to the Council. Administer all elections. Attest and certify to the correctness of the assessment roll and conduct the annual Board of Review.

2015 Accomplishments:
- 2015 Board of Review.
- Administered one election.
- Continued implementation of the Help America Vote Act of 2002 (HAVA) and HR811 Voter Confidence and Increased Accessibility Act 2007.
- Continued implementation of 2011 Wisconsin Act 227, 2011 Wisconsin Act 45, Move Act of 2012, the 2012 Consent Decree reporting requirements and reporting election cost estimates, the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Began electronic scanning/filing of records.
- Completed Committees, Boards & Commissions Booklet and updated Council Directory to coincide.
- Researched Agenda Programs to implement paperless agendas.
- Researched, purchased and trained on new voting equipment

2016 Goals/Plans:
- 2016 Board of Review.
- Administer four elections.
- Continue working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continue implementation of the Help America Vote Act of 2002 (HAVA); HR811 Voter Confidence and Increased Accessibility Act 2007; 2011 Wisconsin Act 227; 2011 Wisconsin Act 45; the Move Act of 2012; the 2012 Consent Decree reporting requirements and reporting election cost estimates; the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Implement Act 23 Voter Photo I.D. Law.
- Implementation of numerous Legislative Updates for Elections.
- Utilized and train election inspectors on new voting equipment.

Major Increases (Decreases) in 2016 Budget Request:

City Clerk
- Employee Recognition Awards: Decreased to $0 (-$10 from 2015) No anniversary in 2016.
- Maintenance of Software: Decrease to $300 (-$190 from 2015) I/S projections.
- Printer/Copies: Increase to $4,040 (+$980 from 2015) I/S projections.
- I/S Services/Internal: Increase to $31,900 (+$3,970 from 2015) I/S projections.
- Computer Operating Supplies: Decrease to $500 (-$100 from 2015) I/S projections.
- Small Software Program Packages: Decrease to $300 (-$100 from 2015) I/S projections.
- Small Equipment: Increase to $1,800 (+$1,500 from 2015) to purchase scanner for Clerk.
- Small Computer Hardware: Decrease to $60 (-$140 from 2015) I/S projections.

Elections
- Temporary Wages: Increased to $45,000 (+$30,000 from 2015) due to four elections in 2016.
- Schools/Seminars/Training: Increased to $500 (+$250 from 2015) due to four elections in 2016.
- Auto Allowance: Increased to $300 (+$150 from 2015) due to four elections in 2016.
- Employee Recognition Awards: Increased to $2,000 (+$2,000 from 2015) poll worker appreciation dinner after General Election.
- Outside Printing: Increased to $2,500 (+2,250 from 2015) due to Winnebago County no longer providing absentee envelopes.
- Postage: Increased to $2,500 (+1,500 from 2015) due to four elections in 2016.
- Advertising & Publications: Increased to $2,000 (+$1,500 from 2015) due to four elections in 2016.
- Maintenance of Office Equipment: Increase to $4,000 (+$2,000 from 2015) due to purchase of new voting machines – new software maintenance charges in October 2016.
- Outside Services: Increased to $15,000 (+$9,000 from 2015) due to four elections in 2016.
- Building Rental: Increased to $2,400 (+$1,200 from 2015) due to four elections in 2016.
- Office Supplies: Increased to $1,500 (+$750 from 2015) due to four elections in 2016.
- All Other Supplies: Increased to $2,000 (+$1,000 from 2015) due to four elections in 2016.

Board of Review
- None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
LEGAL & ADMINISTRATIVE SERVICES								
CITY ATTORNEY OPERATION (0901-705)								
0101	Salaries	132,397	132,600	102,163	144,460	150,650	150,650	
0110	Health Insurance	22,488	23,610	17,712	27,550	31,480	31,480	
0111	Fringes	24,112	23,490	18,098	25,570	27,340	27,340	
0115	Schools/Seminars/Training	0	300	93	300	300	300	
0123	Auto Allowance	93	230	16	230	230	230	
	Personal Services	**179,090**	**180,230**	**138,082**	**198,110**	**210,000**	**210,000**	**29,770**
0202	Outside Printing	102	50	0	50	50	50	
0203	Postage	331	350	166	300	350	350	
0204	Conferences & Meetings	3,543	4,000	3,054	4,130	4,200	3,780	
0207	Dues & Memberships	1,658	1,660	1,330	1,660	1,660	1,660	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,250	1,300	1,120	1,300	1,300	1,300	
0221	Telephone	4	80	0	70	80	80	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	113	100	30	250	250	250	
0238	Professional Services	0	30	0	50	50	50	
0254	Printer / Copies	735	730	165	620	570	570	
0255	IS Services / Internal	11,086	14,040	7,875	11,480	11,950	11,950	
0261	Misc Expenditures	8	70	0	50	50	50	
	Contractual Services	**19,310**	**22,940**	**14,100**	**20,490**	**21,040**	**20,620**	**(2,320)**
0301	Office Supplies	86	300	391	400	380	380	
0302	Inhouse Printing	1	70	4	50	50	50	
0303	Computer Oper Supplies	0	30	0	30	30	30	
0308	Books and Periodicals	6,282	6,100	4,390	6,100	6,100	6,100	
0343	Small Program Packages	150	150	150	150	150	150	
0344	Small Equipment	0	100	0	100	100	100	
0347	Small Computer Hardware	0	150	0	100	100	100	
	Supplies & Materials	**6,519**	**6,900**	**4,935**	**6,930**	**6,910**	**6,910**	**10**
8115	Computer Hardware	0	0	145	150	0	0	
8134	Computer Replacement Fund	0	450	450	450	0	0	
	Capital Outlay	**0**	**450**	**595**	**600**	**0**	**0**	**(450)**
	CITY ATTORNEY OPERATIONS	**204,919**	**210,520**	**157,712**	**226,130**	**237,950**	**237,530**	**27,010**
EXTERNAL LEGAL SERVICES (0905-705)								
0236	Outside Services	14,220	14,220	10,665	14,220	14,500	14,500	
0238	Professional Services	182	2,000	0	500	1,500	1,500	
	Contractual Services	**14,402**	**16,220**	**10,665**	**14,720**	**16,000**	**16,000**	**(220)**
	PROSECUTION/EXTERNAL LEGAL SERVICES	**14,402**	**16,220**	**10,665**	**14,720**	**16,000**	**16,000**	**(220)**
CABLE TELEVISION (0907-705)								
0238	Professional Services	0	250	0	250	250	250	
	Contractual Services	**0**	**250**	**0**	**250**	**250**	**250**	**0**
	CABLE TELEVISION	**0**	**250**	**0**	**250**	**250**	**250**	**0**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CITY CLERK OPERATIONS (0915-705)								
0101	Salaries	86,074	86,060	62,869	88,210	90,540	90,540	
0103	Temporary Wages	0	2,500	2,160	2,500	2,500	2,500	
0110	Health Insurance	29,976	31,480	23,608	31,480	31,480	31,480	
0111	Fringes	16,870	16,770	12,314	17,140	17,760	17,760	
0115	Schools/Seminars/Training	900	1,700	1,109	1,700	1,700	1,700	
0123	Auto Allowance	0	50	39	50	50	50	
0128	Empl Reconition Awards	0	10	0	10	0	0	
	Personal Services	**133,820**	**138,570**	**102,099**	**141,090**	**144,030**	**144,030**	**5,460**
0202	Outside Printing	182	150	0	150	150	150	
0203	Postage	697	1,000	606	1,000	1,000	1,000	
0204	Conferences & Meetings	2,685	1,800	1,640	1,800	1,800	1,450	
0207	Dues & Memberships	285	500	325	500	500	500	
0212	Maint of Office Equipment	0	200	0	200	200	200	
0218	Maint of Software	106	490	200	490	300	300	
0221	Telephone	2	10	0	10	10	10	
0227	Cellular Telephone	330	500	360	500	500	500	
0235	Outside Software Services	0	0	335	340	0	0	
0236	Outside Services	6,303	6,500	2,815	6,500	6,500	6,500	
0254	Printer / Copies	4,126	3,060	1,514	3,060	4,040	4,040	
0255	IS Services / Internal	28,019	27,930	20,948	27,930	31,900	31,900	
	Contractual Services	**42,735**	**42,140**	**28,743**	**42,480**	**46,900**	**46,550**	**4,410**
0301	Office Supplies	667	1,000	205	1,000	1,000	1,000	
0302	Inhouse Printing	13	200	0	200	200	200	
0303	Computer Oper Supplies	0	600	481	600	500	500	
0308	Books and Periodicals	264	400	288	400	400	400	
0318	Maps and Records	90	400	120	400	400	400	
0333	All Other Supplies	391	100	24	100	100	100	
0343	Small Program Packages	60	400	0	400	300	300	
0344	Small Equipment	0	300	0	300	1,800	1,800	
0347	Small Computer Hardware	18	200	0	200	60	60	
	Supplies & Materials	**1,503**	**3,600**	**1,118**	**3,600**	**4,760**	**4,760**	**1,160**
	CITY CLERK OPERATIONS	**178,058**	**184,310**	**131,960**	**187,170**	**195,690**	**195,340**	**11,030**
ELECTIONS (0916-705)								
0103	Temporary Wages	35,572	15,000	5,480	7,700	45,000	45,000	
0111	Fringes	1,672	790	289	410	2,590	2,590	
0115	Schools/Seminars/Training	0	250	0	250	500	470	
0123	Auto Allowance	137	150	79	150	300	300	
0128	Empl Reconition Awards	1,521	0	0	0	2,000	2,000	
	Personal Services	**38,902**	**16,190**	**5,848**	**8,510**	**50,390**	**50,360**	**34,170**
0202	Outside Printing	0	250	0	250	2,500	2,500	
0203	Postage	1,452	1,000	269	1,000	2,500	2,500	
0204	Conferences & Meetings	13	50	7	50	50	50	
0206	Advertising & Publication	1,218	500	134	500	2,000	2,000	
0212	Maint of Office Equipment	6,432	2,000	0	2,000	4,000	4,000	
0236	Outside Services	6,971	6,000	2,121	6,000	15,000	15,000	
0251	Building Rental	1,120	1,200	560	1,200	2,400	2,400	
	Contractual Services	**17,206**	**11,000**	**3,091**	**11,000**	**28,450**	**28,450**	**17,450**
0301	Office Supplies	713	750	49	750	1,500	1,500	
0302	Inhouse Printing	0	100	0	100	100	100	
0303	Computer Oper Supplies	146	300	0	300	300	300	
0333	All Other Supplies	1,408	1,000	661	1,000	2,000	2,000	
0344	Small Equipment	1,194	1,500	0	1,500	1,500	1,500	
	Supplies & Materials	**3,461**	**3,650**	**710**	**3,650**	**5,400**	**5,400**	**1,750**
	ELECTIONS	**59,569**	**30,840**	**9,649**	**23,160**	**84,240**	**84,210**	**53,370**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
BOARD OF REVIEW (0917-705)								
0103	Temporary Wages	350	1,400	350	350	1,400	1,400	
0111	Fringes	28	110	28	30	110	110	
0115	Schools/Seminars/Training	48	100	36	40	100	100	
	Personal Services	**426**	**1,610**	**414**	**420**	**1,610**	**1,610**	**0**
0203	Postage	16	50	0	0	50	50	
0206	Advertising & Publication	218	300	100	100	300	300	
0236	Outside Services	12	1,000	0	0	1,000	1,000	
	Contractual Services	**246**	**1,350**	**100**	**100**	**1,350**	**1,350**	**0**
0333	All Other Supplies	0	100	12	20	100	100	
	Supplies & Materials	**0**	**100**	**12**	**20**	**100**	**100**	**0**
	BOARD OF REVIEW	**672**	**3,060**	**526**	**540**	**3,060**	**3,060**	**0**
LEGAL & ADMIN SERVICES		**457,620**	**445,200**	**310,512**	**451,970**	**537,190**	**536,390**	**91,190**
							Percent Budget Change	**20.48%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Legal & Administrative	**Budget:** Legal Services & Administrative
	Program: General Government	**Submitted by:** James Godlewski

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
	Grade/Monthly		Grade/Monthly		Budget	Estimate	For
POSITION TITLE	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.	for 2015	for 2015	2016
FULL TIME							
City Attorney	Grade T3	1.00	Grade T3	1.00	$109,800	$109,800	$110,070
Paralegal	Grade G3	-	Grade G3	1.00	0	20,000	40,000
City Clerk	Grade L3	1.00	Grade L3	1.00	53,880	53,880	55,560
Deputy Clerk	Grade F3	1.00	Grade F3	1.00	33,920	33,920	34,640
Secretary (Shared with Mayor)	Grade F3	0.50	-	-	23,700	14,160	0
Subtotal		3.50		4.00	221,300	231,760	240,270
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	1,060	910	920
TEMPORARY							
Board of Review	-	-	-	-	1,400	350	1,400
Election Poll Workers	$120-$180/day	-	$120-$215/day	-	15,000	7,700	45,000
Clerks	-	-	-	-	2,500	2,500	2,500
TOTAL	XXX	3.50	XXX	4.00	$241,260	$243,220	$290,090

DEPARTMENT OF HUMAN RESOURCES AND SAFETY

Department Head

Heather Barber

Major Activities

Human Resources and Safety areas of responsibility include: policy development, recruitment and selection, benefit administration, advising Department Heads on personnel matters, labor relations, safety programs, worker's compensation, implementation and maintenance of merit/system/performance reviews, employee development, compensation, and employee records management.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$209,554	$206,270	$211,440	2.51%	$209,640	1.63%
No. of Employees (FTE)	2.47	2.47	2.47	0.00%	2.47	0.00%

Summary of Executive Recommendations on Variable Cost Options

HUMAN RESOURCES/SAFETY	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	7,112	9,000	11,780	11,780	To meet staffing needs.
Schools/Training/Conferences/Meetings	303	4,000	4,000	2,700	Reduce by 10% + LEAN train.
Advertising/Publication	6,104	6000	8,000	7,500	Budget constraints.
Outside Services - EAP/HR Hotline	4,930	5,500	5,500	5,500	Maintain 2015 level.
Outside Serv - Non-Rep Salary Plan	17,243	2,500	2,500	2,500	Maintain 2015 level.
Small Computer Hardware	8	100	100	100	Maintain 2015 level.
Total Executive Reductions Recommended				**$1,800**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Human Resources and Safety	**Budget:** Human Resources and Safety
Program: General Government	**Submitted by:** Heather Barber

Goals/Responsibilities:
Provide personnel administration for City employees to include recruitment, benefits, safety, policy development, salary administration, and employee relations. Explore ways to control benefit costs through development/update of plans while keeping them competitive with public and private sector. Recruit, select and hire employees. Act as a resource for department heads, supervisors and employees to counsel, answer employment-related questions and resolve employee-related issues. Conduct and assist in investigations. Responsible for the development, maintenance and organization of employee records, inclusive of safety-related programs, training and workers compensation. Maintain compliance with state and federal laws to include Equal Employment Opportunity, Fair Labor Standards Acts, Americans with Disabilities Act, Family and Medical Leave Act, etc. Designated Risk Management responsibilities. Assist the City Attorney on Labor Relations and Negotiations.

Activities:
Develop City personnel policies. Research and recommend benefit strategies, including compliance with ACA reporting requirements. Recruit and hire employees for all positions. Advise department heads on personnel matters. Oversee salary plan and compensation, performance reviews, employee safety and worker's comp. Handle various employee programs including Wellness, DOT Employer Notification, training, Random Drug and Alcohol testing, EAP, Employee Recognition, etc.

2015 Accomplishments:
- Filled several vacancies City-wide.
- Completed Strategic Health Insurance Planning
- Completed conversion to new SDS system, per new Haz Com requirements.
- Implemented new performance review system, including new midpoint adjustments and Exemplary Performance Awards
- Implemented new market review and reclassification request system under salary plan
- Worked to become compliant with new Haz Com Mandates regarding SDS sheets.
- Coordinated annual audiograms, TB's, Hep B's, random drug screens, etc.
- Facilitated multiple retirements.
- Advised management on personnel issues, and conducted investigations.
- Attended training on various topics to keep SPHR certification valid.
- Managed Health Risk Screening process.
- Presented to Finance and Personnel Committee and Council as needed.
- Planned system to create newly-required 1095 form per ACA.

2016 Goals/Plans:
Major focuses will be on recruitment, ACA mandated 1095 creation, further development of City-wide safety programs, updated retirement processing, additional strategic health insurance planning, continued updates to performance review system, wellness, and policy-creation.

Major Increases (Decreases) in 2016 Budget Request:

Requesting an additional $2,780 in temporary wages to cover a 12-week unpaid medical leave. Regular salaries line will be reduced by this amount, so there is no net increase, just movement from one budget to another.

Requesting an additional $2,000 in Advertising and Publication to account for increase in recruitment.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
HUMAN RESOURCES & SAFETY								
OPERATIONS (1001-707)								
0101	Salaries	116,887	118,330	86,842	121,600	120,540	120,540	
0103	Temporary Wages	7,112	9,000	5,226	7,500	11,780	11,780	
0110	Health Insurance	14,988	15,740	11,807	15,740	15,740	15,740	
0111	Fringes	20,841	20,650	14,931	19,950	19,500	19,500	
0115	Schools/Seminars/Training	75	3,800	1,518	2,000	3,800	2,500	
0123	Auto Allowance	100	200	0	0	200	200	
0128	Empl Reconition Awards	22	0	0	0	0	0	
	Personal Services	**160,025**	**167,720**	**120,324**	**166,790**	**171,560**	**170,260**	**2,540**
0202	Outside Printing	102	0	0	0	0	0	
0203	Postage	190	250	142	250	250	250	
0204	Conferences & Meetings	228	200	47	200	200	200	
0206	Advertising & Publication	6,104	6,000	6,610	7,500	8,000	7,500	
0207	Dues & Memberships	360	370	385	390	390	390	
0218	Maint of Software	287	440	230	440	320	320	
0221	Telephone	2	30	0	30	30	30	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	21,699	8,000	1,551	8,000	8,000	8,000	
0254	Printer / Copies	1,847	1,920	417	1,000	1,400	1,400	
0255	IS Services / Internal	13,408	15,480	11,610	15,480	15,430	15,430	
0264	Drug & Alcohol Testing	2,084	2,500	872	2,000	2,500	2,500	
0265	EE Safety Compliance Acct	1,650	1,650	1,500	1,650	1,650	1,650	
	Contractual Services	**48,441**	**37,320**	**23,724**	**37,420**	**38,650**	**38,150**	**830**
0301	Office Supplies	684	650	307	650	650	650	
0302	Inhouse Printing	1	30	0	30	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	395	400	0	400	400	400	
0347	Small Computer Hardware	8	100	58	100	100	100	
	Supplies & Materials	**1,088**	**1,230**	**365**	**1,230**	**1,230**	**1,230**	**0**
	OPERATIONS	**209,554**	**206,270**	**144,413**	**205,440**	**211,440**	**209,640**	**3,370**
							Percent Budget Change	**1.63%**
HUMAN RESOURCES & SAFETY		**209,554**	**206,270**	**144,413**	**205,440**	**211,440**	**209,640**	**3,370**
							Percent Budget Change	**1.63%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Human Resources & Safety	**Budget:** Human Resources & Safety
	Program: General Government	**Submitted by:** Heather Barber

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$73,820	$73,820	$75,200
PART TIME							
HR Admin. Asst (.80 FTE)	Grade F	0.80	Grade F	0.80	29,600	29,600	29,780
Recruiter / HR Coordinator	Grade G	0.53	Grade G	0.53	17,910	17,910	15,270
OTHER COMPENSATION							
Accrued Wages	-		-		270	270	290
TEMPORARY							
Human Resource	$23.46		$23.46		9,000	7,500	11,780
TOTAL	XXX	2.33	XXX	2.33	$130,600	$129,100	$132,320

ADMINISTRATION BUILDING

Department Head

Gerry Kaiser

Major Activities

The Department is responsible for the operation and maintenance of the City Administration Building (City Hall). This includes all building and grounds upkeep, utilities, cleaning, janitorial and furnishings. This includes 5% of the personal services cost of the Building Manager being charged to the Public Library budget.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$267,587	$241,420	$274,960	13.89%	$263,960	9.34%
No. of Employees (FTE)	0.95	0.95	0.95	0%	0.95	0%

Summary of Executive Recommendations on Variable Cost Options

BUILDING OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Outside Services	$31,372	$30,000	$50,000	$40,000	Additional cleaning services.
Small Equipment	578	1,500	1,500	1,500	Equipment needs justified.
Small Computer Hardware	0	250	250	250	Maintain 2015 level.
Office Furniture/Equipment	2,524	3,000	4,000	3,500	Budget constraints.
Other Equipment	4,149	3,000	4,000	3,500	Budget constraints.
Outside Services-Training Ctr./Fire 31	0	0	500	500	Previously FVTC responsibility
Total Executive Reductions Recommended				**$11,000**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Municipal Building Operations
Program: General Government	**Submitted by:** Gerry Kaiser

Goals/Responsibilities:
Maintain and repair the City Administration Building and provide technical advice for other City buildings. Contract for centralized purchases of common custodial services and maintenance supplies. Inspect and maintain mechanical equipment.

2015 Accomplishments:
- Continued televising Council meetings.
- Remodeled Council Chambers entrance to improve handicapped accessibility.
- Constructed wheelchair access platform in Council Chambers.

2016 Goals/Plans:
- Continue televising Council meetings.
- Continue addressing handicapped accessibility issues.

Major Increases (Decreases) in 2016 Budget Request:
Increased Outside Services to provide for additional building cleaning service.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
MUNICIPAL BUILDING								
OPERATIONS (1801-709)								
0101	Salaries	52,039	51,970	37,489	52,870	53,590	53,590	
0110	Health Insurance	13,212	13,860	10,395	13,860	13,890	13,890	
0111	Fringes	11,457	11,440	8,252	11,630	12,190	12,190	
0117	Clothing Allowance	291	400	305	400	400	400	
0128	Empl Recognition Awards	75	0	0	0	0	0	
	Personal Services	**77,074**	**77,670**	**56,441**	**78,760**	**80,070**	**80,070**	**2,400**
0213	Maint of Motor Vehicles	4	500	4	500	500	500	
0214	Maintenance of Buildings	34,845	20,000	19,184	21,000	25,000	25,000	
0216	Maint of Operating Equip	667	1,000	87	700	1,000	1,000	
0219	Maintenance of Land	1,384	2,400	1,258	2,400	2,400	2,400	
0221	Telephone	7,528	8,500	4,307	7,000	7,000	7,000	
0222	Electricity	50,267	48,000	33,548	48,000	49,000	49,000	
0223	Natural Gas	16,645	12,000	7,187	12,000	12,500	12,500	
0224	Water & Sewer	3,433	2,800	1,708	3,300	3,300	3,300	
0225	Commercial Dumpster	728	1,000	472	950	1,000	1,000	
0226	Storm Water	1,386	1,390	693	1,390	1,390	1,390	
0227	Cellular Telephone	802	750	649	800	750	750	
0236	Outside Services	31,372	30,000	26,959	37,000	50,000	40,000	
0237	Pest Control	504	500	869	870	500	500	
0293	Maint of Motor Veh/Fleet	949	2,000	1,073	2,000	2,000	2,000	
0294	Oil and Fluids/Fleet	35	200	0	50	100	100	
0296	Maint of Equipment/Fleet	934	800	204	800	800	800	
	Contractual Services	**151,483**	**131,840**	**98,202**	**138,760**	**157,240**	**147,240**	**15,400**
0301	Office Supplies	58	80	0	80	80	80	
0302	Inhouse Printing	1	10	3	10	10	10	
0303	Computer Operating Supply	193	70	72	80	70	70	
0306	Cleaning/Janitor Supplies	11,880	9,000	8,555	9,000	8,500	8,500	
0310	Gasoline & Oil	2,456	2,500	631	1,500	2,500	2,500	
0313	Vehicle Maint Supplies	94	100	0	100	100	100	
0314	Building Maint. Supplies	9,956	5,000	4,434	5,000	5,000	5,000	
0315	Land Maintenance Supplies	951	400	439	440	400	400	
0316	Equip. Maint. Supplies	0	500	68	500	450	450	
0319	Safety Supplies	662	400	389	400	400	400	
0320	Small Tools	2,413	3,300	1,592	3,000	3,000	3,000	
0333	All Other Supplies	1,663	2,100	2,211	2,220	2,000	2,000	
0344	Small Equipment	578	1,500	1,317	1,500	1,500	1,500	
0345	Shop Supplies	1,452	700	998	1,200	1,000	1,000	
0347	Small Computer Hardware	0	250	121	130	250	250	
	Supplies & Materials	**32,357**	**25,910**	**20,830**	**25,160**	**25,260**	**25,260**	**(650)**
	OPERATIONS	**260,914**	**235,420**	**175,473**	**242,680**	**262,570**	**252,570**	**17,150**
TRAINING/REDUNDANT DATA								
0214	Maintenance of Buildings	0	0	12	0	1,000	1,000	
0216	Maint of Operating Equip	0	0	0	20	500	500	
0222	Electricity	0	0	668	670	1,200	1,200	
0223	Natural Gas	0	0	93	100	200	200	
0224	Water & Sewer	0	0	63	120	240	240	
0226	Storm Water	0	0	63	120	240	240	
0236	Outside Services	0	0	0	0	500	500	
0237	Pest Control	0	0	0	100	200	200	
	Contractual Services	**0**	**0**	**899**	**1,130**	**4,080**	**4,080**	**4,080**
0306	Cleaning/Janitor Supplies	0	0	0	0	100	100	
0314	Building Maint. Supplies	0	0	0	0	100	100	
0333	All Other Supplies	0	0	0	0	100	100	
	Supplies & Materials	**0**	**0**	**0**	**0**	**300**	**300**	**300**
	OPERATIONS	**0**	**0**	**899**	**1,130**	**4,380**	**4,380**	**4,380**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY (1881-709)								
8108	Office Furniture & Equip.	2,524	3,000	5,679	5,680	4,000	3,500	
8133	All Other Equipment	4,149	3,000	1,734	3,700	4,000	3,500	
	CAPITAL OUTLAY	**6,673**	**6,000**	**7,413**	**9,380**	**8,000**	**7,000**	**1,000**
MUNICIPAL BUILDING		**267,587**	**241,420**	**183,785**	**253,190**	**274,950**	**263,950**	**22,530**
							Percent Budget Change	**9.33%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Public Works	**Budget:** Municipal Building Operations
	Program: General Government	**Submitted by:** Gerry Kaiser

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Buildings Manager	Grade L3	0.95	Grade L3	0.95	$56,730	$56,730	$57,450
OTHER COMPENSATION							
Accrued Wages	-		-		220	220	220
TEMPORARY							
Janitor	9.00 / hr.		9.00 / hr.		0	0	0
TOTAL	XXX	0.95	XXX	0.95	$56,950	$56,950	$57,670

NEENAH POLICE DEPARTMENT

Department Head

Kevin Wilkinson

Major Activities

The Police Department is committed to the City's goal of enhancing the quality of life in Neenah. We provide the historical core functions of policing - protecting lives and property - and add an emphasis on protecting rights, as well. Our operating philosophy recognizes our reliance upon community participation and interaction. Most of our programs are community partnerships. Our primary services include crime prevention, criminal investigation, traffic and pedestrian safety, and order maintenance. Supporting programs and services include animal control, nuisance abatement, neighborhood watch, "Charlie Check-First", school crossing guards, school liaison officers, honor guard, and many others. We staff a full-time crime prevention officer, a drug enforcement officer, two school liaison officers, a training officer, on-call emergency response and tactical teams, and an investigative team, as well as many other specialty assignments.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$6,212,015	$6,247,860	$6,476,620	3.66%	$6,343,790	1.54%
No. of Employees (FTE)	52.17	52.67	54.67	3.80%	52.67	0.00%

Summary of Executive Recommendations on Variable Cost Options

POLICE OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Additional Police Officer w/Fringes	$0	$0	$80,810	$0	Re-evaluate in October 2016.
New Evidence Room Clerk w/Fringes	0	0	30,190	0	Re-evaluate in October 2016.
Temporary Wages	694	2,000	2,000	2,000	Maintain 2015 level.
Regular Overtime	287,690	270,000	310,000	310,000	Approved increase based on deferring added staffing levels.
Regular Overtime - Fringes (24%)	69,050	64,800	74,400	74,400	See above.
Grant Overtime (Grant Funded)	9,122	10,000	24,000	24,000	Grant justifies service.
Grant Overtime - Fringes (Levy Funded)	2,152	2,150	5,090	5,090	Grant justifies service.
Schools/Training/Conferences/Meetings	33,124	28,300	34,000	30,600	Reduce by 10%.
Employee Schooling Reimbursement	300	1,000	1,200	1,200	Based on usage
Protective Vest Replacement Fund	4,000	6,000	8,000	8,000	Replacement/New hires.
Care of Prisoners	9,883	9,000	9,000	9,000	Maintain 2015 level.
Outside Software Services	5,809	9,570	9,570	8,610	Reduce by 10%.
Outside Services	16,056	21,000	21,000	18,900	Based on recent history.
In-House Printing	253	1,200	2,000	1,000	Based on recent history.
Books and Periodicals	734	1,600	1,600	1,000	Based on recent history.
Photography Supplies	608	3,580	3,580	2,000	Based on recent history.
Public Relations/Services	2,544	4,000	4,000	3,600	Reduce by 10%.
Small Program Packages	2,286	3,500	3,500	3,500	Maintain 2015 level.
Small Equipment	9,196	9,000	9,200	9,000	Budget constraints.
Small Computer Hardware	29,573	12,000	12,240	12,000	Budget constraints.
POLICE FIRING RANGE					
Schools/Training/Conferences/Meetings	95	400	400	360	Reduce by 10%
Targets & Ammunition	18,956	20,000	20,000	18,000	Budget constraints.

(over)

NEENAH POLICE DEPARTMENT (cont.)

SCHOOL LIAISON PROGRAM	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Overtime	22,135	24,480	25,000	25,000	75% school funded.
Overtime - Fringes (24%)	5,313	5,880	6,000	6,000	75% school funded.
Schools/Training/Conferences/Meetings	1,781	2,100	2,100	1,890	Reduce by 10%.
Outside Services	0	50	50	50	75% school funded.
CROSSING GUARDS					
Temporary Wages	57,050	64,400	64,400	64,400	Includes .50/hr raise in Nov '16.
CSO/ANIMAL CONTROL					
Temporary Wages	29,701	30,350	30,350	30,350	Maintain 2015 level.
Outside Services	15,600	15,600	15,000	15,000	Contract w/Animal Shelter.
Professional Services	730	500	500	500	Animal welfare if needed.
K-9 PROJECT					
Professional Services	106	500	500	500	Maintain 2015 level.
All Other Equipment	0	2,000	2,000	2,000	Necessary equipment.
Kennel Facility	200	1,300	1,300	1,300	Maintain 2015 level.
CAPITAL EQUIPMENT					
Motor Vehicle Replacement Fund	135,000	0	0	0	Replacement Fund eliminated.
Office Furniture and Equipment	688	2,000	2,500	2,000	Budget constraints.
Computer Software	0	7,500	0	0	Per department request.
Computer Hardware	0	5,040	9,150	9,150	Necessary programs.
Communication Equipment	0	0	4,050	4,050	Necessary equipment.
Automated External Defibrillators (2)	4,000	4,000	4,000	2,000	Reduce purchase to 1 AED.
X-26 Taser (6)	2,200	2,200	6,600	0	All 19 purchased in 2015.
Mobile Fingerprint Scanner	0	0	2,000	2,000	Delayed from 2015.
POLICE COMMISSION					
Outside Services	4,772	5,000	7,000	7,000	Medical screening for new hires.
Advertising & Publication	0	400	400	400	Maintain 2015 level.
Total Executive Reductions Recommended				**$132,830**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Operations
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

Goals/Responsibilities:
We are Neenah's Guardians. We keep our community safe while respecting the rights and dignity of every person we have contact with, whether victim, witness, or suspect. A major emphasis of our department – our trademark – is to treat all people with dignity and respect

Activities:
We were involved in a number of major investigations in the past year, including a long-term missing adult case, a missing child who was found to be a drowning victim, and the Trestle Trail shooting. Some of these incidents have been very difficult for the responding officers.

Most of our activities can be divided into four primary categories:

Crime Control:

- Respond to and stop active criminal activity
- Investigate and document past crimes
- Make criminal arrests and referrals
- Provide courtroom testimony
- Present crime prevention strategies
- Conduct security surveys
- Engage in preventive patrols
- Educate public about crimes/criminals/trends
- Post requests for information on social media
- Assist other agencies in crime responses
- Train employees
- Maintain approved force options

Traffic Safety:

- Investigate and document traffic collisions
- Correct traffic hazards
- Respond to traffic complaints
- Monitor/reduce speeds
- Control drunken driving
- Issue traffic citations and warnings
- Engage in high-visibility patrols
- Educate the public about traffic safety
- Confirm drivers' license status
- Provide traffic direction
- Conduct focused traffic initiatives
- Conduct speed surveys
- Share data with city traffic engineer

Quality-of-Life Maintenance:

- Resolve neighbor disputes
- Provide stand-by services
- Conduct vacation checks
- Enforce miscellaneous ordinance violations
- Unlock vehicles
- Conduct animal control activities
- Manage nuisance abatement program
- Enforce parking violations
- Provide lost/found services

Community Engagement:

- Promote department services to the public
- Maintain strong news media relations
- Conduct citizens' academies
- Present self-defense classes
- Participate in classroom presentations
- Maintain strong relations with schools, employers, community groups
- Participate in parade and special events
- Conduct station tours
- Participate in community events
- Maintain a vibrant social media presence

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Operations
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

2014/2015 Accomplishments:
In 2014 we were challenged by newly-elected Mayor Kaufert to engage community members more on foot, rather than always being seen inside a squad car. We took that challenge seriously. Rather than address the change through specific assignments, we chose to make it an intentional cultural shift for the agency. We are still early in steering the ship in that direction, but we are committed and have made some very positive change. Other accomplishments over the past year include:

- Handled over 14,000 calls for service (excluding traffic stops)
- Held a low violent crime rate of 149 per 100,000 residents (National avg = 387, Wisconsin =280)
- Helped keep injury traffic accidents low compared to prior years (but higher than 2013)
- Achieved body camera implementation for patrol
- Completed equipping the new armored vehicle and provided operator training
- Continued our voluntary fitness incentive challenge program
- Continued as the north end test site for 24/7 sobriety program
- Played a leadership role in PARTY at the PAC program
- Completed LEXIPOL policy manual implementation
- Worked with other local agencies to develop an officer Peer Support Network
- Expanded our out-of-squad contacts
- Identified a long-term evidence storage solution
- Assisted in transitioning VCR program/fiscal agent duties to Grand Chute PD

2016 Goals/Plans:
- Add one sworn officer position
- Add one half-time non-sworn ISU support position
- Increase traffic contacts
- Initiate Lexipol daily training bulletins
- Begin implementation of off-site evidence storage
- Complete a replacement of the building's boiler system
- Continue to build on our out-of-squad contacts emphasis
- Keep expenses at or below median for municipalities 17,500 – 30,000 population
- Complete remediation obligations for former outdoor range (continued from 2013)
- Resurface remainder of parking lot
- Participate in Procedural Justice training for supervisors
- Increase the number of officers trained in Mental Health Crisis Intervention
- Work with CVMIC to develop best practices for preventing/managing traumatic stress
- Plan for coming retirements of personnel

Major Increases (Decreases) in 2016 Budget Request:
Our major budget impacts will be based on personnel changes. First, we are budgeting to add one sworn position, to bring our total sworn staffing back to 41. This will give us an officer/citizen ratio of just under 1.61 per thousand. The average ratio for cities our size, according to a 2015 Police Executive Group survey, is 1.65 per thousand. That addition will increase wage and fringe costs accordingly. While the exact projections for that added position are not available at the time of this narrative, a very rough estimate is $100,000 for each sworn position. We intend to hire the new position about March 1, so the rough estimate of cost would be $83,000.

Adding a sworn position should help alleviate some overtime costs, but only marginally. We are also anticipating several retirements over the next few years, with some of those occurring in 2016. The likelihood of several vacancies occurring during the year will increase our overtime costs, and we are projecting that to be the same as our anticipated costs for 2015. That represents a $40,000 increase over the 2015 budgeted amount (2101-711-0104). Replacing senior officers with new hires will offset the cost of wages fractionally, and will depend on how long a position remains vacant.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Operations
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

In addition, we would like to add a half time civilian support position to our Investigative Services Unit, to provide administrative relief in search warrants, subpoenas, and electronic media processing. The Finance Department will provide accurate estimates for both of these positions. In the meantime, we estimate this part time position to have a $27,000 budget impact.

Other major increases/decreases expected for our 2016 budget include:

- Training (0115): $5,700 **increase** to return us to actual 2014 expenditure level
- Maintenance of Motor Vehicle/Fleet (0293): $4,000 **decrease** based on new squads
- Gas and Oil (0310): $21,750 **decrease** based on trends in fuel prices

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	3,313,574	3,375,030	2,300,190	3,255,000	3,524,330	3,447,460	
0103	Temporary Wages	87,445	96,750	57,885	95,250	96,750	96,750	
0104	Overtime Wages	309,825	294,480	263,363	334,520	335,000	335,000	
0105	Reimbursement Wage/Fringe	(9,794)	(10,000)	(10,117)	(10,000)	(24,000)	(24,000)	
0106	FLSA Overtime Wages	2,125	2,200	1,056	2,200	2,200	2,200	
0108	Grant Overtime	9,122	10,000	9,916	10,000	24,000	24,000	
0110	Health Insurance	722,016	771,240	580,789	771,240	771,260	771,260	
0111	Fringes	901,135	882,240	614,586	862,040	912,990	878,860	
0112	Grant Fringes	2,152	2,150	2,130	2,150	5,090	5,090	
0115	Training	34,347	28,400	17,909	29,470	34,100	30,490	
0117	Clothing Allowance	37,815	51,190	31,138	51,200	51,190	51,190	
0120	Protective Vest Repl Fd	4,000	6,000	3,520	6,000	8,000	8,000	
0122	Travel Expenses	1,375	4,250	497	4,250	4,250	4,250	
0123	Auto Allowance	281	500	176	500	500	500	
0125	Employee Schooling Reimb.	300	1,000	600	1,200	1,200	1,200	
0128	Empl Recognition Awards	1,751	890	3,238	3,240	700	700	
0129	Misc Personal/Union Contr	150	500	0	500	500	500	
	PERSONAL SERVICES	**5,417,619**	**5,516,820**	**3,876,876**	**5,418,760**	**5,748,060**	**5,633,450**	**116,630**
CONTRACTUAL SERVICES								
0202	Outside Printing	1,210	2,100	741	1,600	2,100	2,100	
0203	Postage	1,355	2,310	837	2,310	2,310	2,310	
0204	Conferences & Meetings	1,269	2,450	1,156	2,450	2,450	2,410	
0206	Advertising & Publication	74	1,000	0	250	500	500	
0207	Dues & Memberships	1,970	4,070	1,350	2,420	4,070	4,070	
0210	Maint of Computer Hardwre	1,416	2,000	170	2,000	2,000	2,000	
0212	Maint of Office Equipment	0	2,000	0	2,000	2,000	2,000	
0213	Maint of Motor Vehicles	21,274	16,150	12,695	16,240	16,150	16,150	
0214	Maint of Buildings	23,750	24,000	6,006	24,500	24,500	24,500	
0215	Maint of Radio Equipment	420	8,150	6,005	8,150	8,150	8,150	
0216	Maint of Operating Equip	1,510	3,000	792	1,500	3,000	3,000	
0218	Maint Of Software	34,533	37,350	21,385	37,350	34,580	34,580	
0219	Maintenance of Land	1,557	2,400	536	2,400	2,400	2,400	
0221	Telephone	7,562	7,000	4,804	7,000	7,000	7,000	
0222	Electricity	39,609	44,730	25,605	41,500	42,500	42,500	
0223	Natural Gas	21,707	25,200	9,373	17,000	17,500	17,500	
0224	Water & Sewer	3,726	4,750	2,879	4,750	4,900	4,900	
0225	Commercial Dumpster	1,083	1,000	985	1,000	1,020	1,020	
0226	Storm Water	1,932	1,830	1,449	1,830	1,830	1,830	
0227	Cellular Telephone	11,072	10,640	7,205	10,640	10,640	10,640	
0228	Other Communications/GPS	0	0	183	190	0	0	
0231	Care of Prisoners	9,883	9,000	4,374	9,000	9,000	9,000	
0235	Outside Software Services	5,809	9,570	16,300	16,300	9,570	8,610	
0236	Outside Services	31,656	36,650	16,821	36,050	36,050	33,950	
0237	Pest Control	100	530	68	300	530	530	

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES cont.								
0238	Professional Services	836	1,000	143	850	1,000	1,000	
0239	Insurance	115	120	113	120	120	120	
0251	Rental	0	0	580	580	0	0	
0254	Printer / Copies	11,396	11,470	5,777	11,470	11,500	11,500	
0255	IS Services / Internal	207,334	202,580	163,072	202,580	236,330	236,330	
0262	Public Relations/Services	2,544	4,000	2,236	4,000	4,000	3,600	
0293	Maint Of Motor Veh/Fleet	28,591	31,220	17,708	25,520	26,920	26,920	
0294	Oil and Fluids/Fleet	1,412	3,010	941	3,010	3,110	3,110	
	CONTRACTUAL SERVICES	**476,705**	**511,280**	**332,289**	**496,860**	**527,730**	**524,230**	**12,950**
SUPPLIES & MATERIALS								
0301	Office Supplies	8,846	14,000	5,938	14,000	14,000	14,000	
0302	Inhouse Printing	253	2,000	54	1,200	2,000	1,000	
0303	Computer Operation Suppli	2,866	3,030	1,317	3,030	3,030	3,030	
0304	Cleaning/Janitor Supplies	7,903	7,150	3,835	7,150	7,300	7,300	
0305	Books and Periodicals	759	1,630	817	1,630	1,630	1,030	
0306	Gasoline & Oil	75,834	87,680	40,464	63,350	65,570	65,570	
0307	Building Maintenance Supp	67	0	0	0	0	0	
0308	Equipment Maint Supplies	125	210	0	210	210	210	
0309	Safety Supplies	10,557	14,300	12,915	14,300	14,600	14,600	
0310	Small Tools	823	720	984	990	720	720	
0311	Dog Supplies	705	1,530	666	1,530	1,530	1,530	
0312	Photography Supplies	608	3,580	960	3,580	3,580	2,000	
0313	Targets & Ammunition	18,956	20,000	6,687	20,000	20,000	18,000	
0314	All Other Supplies	10,323	9,090	4,403	9,090	9,220	9,220	
0315	Small Program Packages	2,286	3,500	40	2,000	3,500	3,500	
0316	Small Equipment	9,874	9,900	14,913	15,240	10,100	9,900	
0317	Small Computer Hardware	29,614	12,000	6,663	12,000	12,240	12,000	
	SUPPLIES & MATERIALS	**180,399**	**190,320**	**100,656**	**169,300**	**169,230**	**163,610**	**(26,710)**
CAPITAL OUTLAY								
8108	Motor Vehicles	135,000	0	0	0	0	0	
8109	Office Furniture & Equip	688	2,000	0	2,000	2,500	2,000	
8110	Communication Equipment	0	0	0	0	4,050	4,050	
8111	Computer Software Outlay	0	7,500	0	7,500	0	0	
8112	Computer Hardware Outlay	0	5,040	2,786	5,040	9,150	9,150	
8113	Other Facility Kennel	200	1,300	0	650	1,300	1,300	
8114	All Other Equipment	1,404	13,600	122	2,000	14,600	6,000	
	CAPITAL OUTLAY	**137,292**	**29,440**	**2,908**	**17,190**	**31,600**	**22,500**	**(6,940)**
	TOTAL POLICE	**6,212,015**	**6,247,860**	**4,312,729**	**6,102,110**	**6,476,620**	**6,343,790**	**95,930**
							Percent Budget Change	**1.54%**

CITY OF NEENAH
OPERATING BUDGET
*** POLICE EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2016

POLICE DEPARTMENT DIVISION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
Operations	5,667,361	5,794,410	4,051,197	5,660,420	6,014,160	5,892,680	98,270
Police Firing Range	19,981	23,820	8,175	22,750	23,820	21,780	(2,040)
School Liaison Program	252,932	260,310	167,834	263,210	268,290	268,080	7,770
Police Crossing Guards	62,936	71,780	40,465	71,280	71,120	71,120	(660)
CSO / Animal Control	65,162	59,940	37,226	58,280	59,490	59,490	(450)
K-9 Project	6,551	11,460	5,047	11,630	11,440	11,440	(20)
Capital Outlay-Police	137,092	26,140	2,786	14,540	28,300	19,200	(6,940)
TOTAL POLICE	**6,212,015**	**6,247,860**	**4,312,730**	**6,102,110**	**6,476,620**	**6,343,790**	**95,930**
						Percent Budget Change	**1.54%**

POLICE REVENUES:							
Public Safety Revenue	196,109	237,800	175,251	238,100	205,220	205,220	(32,580)
Fines/Forfeitures/Other	92,372	126,000	67,641	96,200	106,000	106,000	(20,000)
TOTAL REVENUES	**288,481**	**363,800**	**242,892**	**334,300**	**311,220**	**311,220**	**(52,580)**
						Percent Budget Change	**-14.45%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	Department/Office: Police	Budget: Police Operations
	Program: Public Safety	Submitted by: Kevin E. Wilkinson

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Chief	Grade S3	1.00	Grade S3	1.00	$90,980	$90,980	$91,620
Captains	Grade P3	2.00	Grade P3	2.00	167,990	119,190	166,580
Lieutenants	68,372-75,379	6.00	69,739-76,887	6.00	478,790	486,660	488,050
Liaison Officers	58,911-68,545	2.00	60,089-69,916	2.00	148,180	145,080	147,970
Investigative	58,911-68,545	4.00	60,089-69,916	4.00	288,560	264,960	294,300
Community Liaison Officer	58,911-68,545	1.00	60,089-69,916	1.00	72,460	72,430	73,860
Sergeants-Patrol	59,271-68,905	4.00	60,449-70,276	4.00	290,150	289,530	295,260
Sergeant-Investigative	59,271-68,905	1.00	60,449-70,276	1.00	73,080	64,580	74,410
Patrol Officer	46,185-65,292	19.00	47,109-66,598	20.00	1,227,550	1,187,760	1,293,360
Communication Techs	Grade F3	3.00	Grade F3	4.00	115,860	132,590	148,450
Support SVC Coordinator	Grade K3	1.00	Grade K3	1.00	50,770	50,770	51,730
Administrative Services Tech	Grade G3	1.00	Grade G3	1.00	42,450	42,450	42,810
Records/LRMS Coordinator	Grade G3	1.00	Grade G3	1.00	43,820	43,820	44,020
Rec. Coordinator/Crt Officer	Grade G3	1.00	Grade G3	1.00	45,060	45,060	45,590
Records Clerk/Data Entry	Grade F3	1.00	Grade F3	1.00	38,070	38,070	38,480
Building Custodian	Grade G3	1.00	Grade G3	1.00	48,310	48,310	48,610
Parking Enforcement Officer	Grade E4	1.00	Grade E4	1.00	34,600	34,600	35,050
Subtotal		50.00		52.00	$3,256,680	$3,156,840	$3,380,150
PART-TIME							
Comm Techs (973 hrs.)	Grade F	1.50	Grade F	0.50	55,040	26,660	20,850
Clerical (1,300 hrs.)	Grade F	0.67	Grade F	0.67	21,180	14,950	18,810
Records Clerk/Data Entry	Grade F	0.50	Grade F	0.50	17,450	15,050	15,360
Evidence Room Clerk	-	-	-	0.50	0	0	25,000
OTHER COMPENSATION							
Holiday Worked	-		-		31,200	32,030	32,030
Firearm Certifications	-		-		59,200	55,000	57,670
Accrued Wages	-		-		9,640	9,230	9,640
TEMPORARY							
Office/Complaint Clerks	15.00/hr		15.00/hr		3,150	500	2,000
Community Service Officers	7.50-9.00/hr.		7.50-9.00/hr.		30,350	30,350	30,350
Parking Officers					4,000	5,000	5,000
Crossing Guards	15.00-21.46/corn.		15.00-21.46/corn.		64,400	64,400	64,400
Overtime							
Operating	-		-		294,480	334,480	335,000
FLSA Overtime	-		-		2,200	2,200	2,200
Community Fest	-		-		3,000	3,140	3,000
TOTAL	XXX	52.67	XXX	54.17	$3,851,970	$3,749,830	$4,001,460

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY								
POLICE OPERATIONS (2101-711)								
0101	Salaries	3,165,304	3,225,340	2,206,509	3,101,650	3,367,840	3,290,970	
0103	Temporary Wages	694	2,000	8	500	2,000	2,000	
0104	Overtime Wages	287,690	270,000	247,088	310,000	310,000	310,000	
0105	Reimbursement Wage/Fringe	(9,794)	(10,000)	(10,117)	(10,000)	(24,000)	(24,000)	
0106	FLSA Overtime Wages	2,125	2,200	1,056	2,200	2,200	2,200	
0108	Grant Overtime	9,122	10,000	9,916	10,000	24,000	24,000	
0110	Health Insurance	692,040	739,760	557,181	739,760	739,780	739,780	
0111	Fringes	853,742	834,330	584,477	813,910	864,310	830,180	
0112	Grant Fringes	2,152	2,150	2,130	2,150	5,090	5,090	
0115	Training	31,974	26,300	16,024	26,300	32,000	28,600	
0117	Clothing Allowance	33,584	46,290	28,964	46,290	46,290	46,290	
0120	Protective Vest Repl Fd	4,000	6,000	3,520	6,000	8,000	8,000	
0122	Travel Expenses	1,375	4,200	497	4,200	4,200	4,200	
0123	Auto Allowance	281	500	176	500	500	500	
0125	Employee Schooling Reimb.	300	1,000	600	1,200	1,200	1,200	
0128	Empl Recognition Awards	1,751	890	3,238	3,240	700	700	
0129	Misc Personal/Union Contr	150	500	0	500	500	500	
	Personal Services	**5,076,490**	**5,161,460**	**3,651,267**	**5,058,400**	**5,384,610**	**5,270,210**	**108,750**
0202	Outside Printing	1,210	2,000	741	1,500	2,000	2,000	
0203	Postage	1,355	2,310	837	2,310	2,310	2,310	
0204	Conferences & Meetings	1,150	2,000	1,039	2,000	2,000	2,000	
0206	Advertising & Publication	74	500	0	250	500	500	
0207	Dues & Memberships	1,745	1,800	1,350	1,800	1,800	1,800	
0210	Maint of Computer Hardwre	1,416	2,000	170	2,000	2,000	2,000	
0212	Maint of Office Equipment	0	2,000	0	2,000	2,000	2,000	
0213	Maint of Motor Vehicles	18,723	15,000	11,775	15,000	15,000	15,000	
0214	Maint of Buildings	23,750	24,000	6,006	24,500	24,500	24,500	
0215	Maint of Radio Equipment	420	7,500	6,005	7,500	7,500	7,500	
0216	Maint of Operating Equip	1,510	3,000	792	1,500	3,000	3,000	
0218	Maint Of Software	34,533	37,350	21,385	37,350	34,580	34,580	
0219	Maintenance of Land	1,557	2,400	536	2,400	2,400	2,400	
0221	Telephone	7,562	7,000	4,804	7,000	7,000	7,000	
0222	Electricity	39,609	44,730	25,605	41,500	42,500	42,500	
0223	Natural Gas	21,707	25,200	9,373	17,000	17,500	17,500	
0224	Water & Sewer	3,726	4,750	2,879	4,750	4,900	4,900	
0225	Commercial Dumpster	1,083	1,000	985	1,000	1,020	1,020	
0226	Storm Water	1,932	1,830	1,449	1,830	1,830	1,830	
0227	Cellular Telephone	9,900	9,270	6,120	9,270	9,270	9,270	
0228	Other Communications/GPS	0	0	183	190	0	0	
0231	Care of Prisoners	9,883	9,000	4,374	9,000	9,000	9,000	
0235	Outside Software Services	5,809	9,570	16,300	16,300	9,570	8,610	
0236	Outside Services	16,056	21,000	7,304	21,000	21,000	18,900	
0237	Pest Controls	100	530	68	300	530	530	
0254	Printer / Copies	11,396	11,470	5,777	11,470	11,500	11,500	
0255	IS Services / Internal	201,131	196,230	157,973	196,230	229,490	229,490	
0262	Public Relations/Services	2,544	4,000	2,236	4,000	4,000	3,600	
0293	Maint Of Motor Veh/Fleet	21,732	27,000	15,931	23,000	23,000	23,000	
0294	Oil and Fluids/Fleet	1,166	2,200	809	2,200	2,270	2,270	
	Contractual Services	**442,779**	**476,640**	**312,806**	**466,150**	**493,970**	**490,510**	**13,870**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY (cont.)								
0301	Office Supplies	8,846	14,000	5,938	14,000	14,000	14,000	
0302	Inhouse Printing	253	2,000	54	1,200	2,000	1,000	
0303	Computer Operation Suppli	2,841	3,000	1,317	3,000	3,000	3,000	
0306	Cleaning/Janitor Supplies	7,903	7,150	3,835	7,150	7,300	7,300	
0308	Books and Periodicals	734	1,600	792	1,600	1,600	1,000	
0310	Gasoline & Oil	65,464	78,750	35,163	55,000	57,000	57,000	
0314	Building Maintenance Supp	67	0	0	0	0	0	
0316	Equipment Maint Supplies	125	210	0	210	210	210	
0319	Safety Supplies	10,557	14,300	12,915	14,300	14,600	14,600	
0320	Small Tools	823	720	984	990	720	720	
0326	Photography Supplies	608	3,580	960	3,580	3,580	2,000	
0333	All Other Supplies	8,816	6,500	4,125	6,500	6,630	6,630	
0343	Small Program Packages	2,286	3,500	40	2,000	3,500	3,500	
0344	Small Equipment	9,196	9,000	14,339	14,340	9,200	9,000	
0347	Small Computer Hardware	29,573	12,000	6,663	12,000	12,240	12,000	
	Supplies & Materials	**148,092**	**156,310**	**87,125**	**135,870**	**135,580**	**131,960**	**(24,350)**
	POLICE OPERATIONS	**5,667,361**	**5,794,410**	**4,051,198**	**5,660,420**	**6,014,160**	**5,892,680**	**98,270**
CAPITAL OUTLAY (2181-711)								
8105	Motor Vehicles	135,000	0	0	0	0	0	
8108	Office Furniture & Equip	688	2,000	0	2,000	2,500	2,000	
8113	Communication Equipment	0	0	0	0	4,050	4,050	
8114	Computer Software Outlay	0	7,500	0	7,500	0	0	
8115	Computer Hardware Outlay	0	5,040	2,786	5,040	9,150	9,150	
8133	All Other Equipment	1,404	11,600	0	0	12,600	4,000	
	Capital Outlay	**137,092**	**26,140**	**2,786**	**14,540**	**28,300**	**19,200**	**(6,940)**
	CAPITAL OUTLAY	**137,092**	**26,140**	**2,786**	**14,540**	**28,300**	**19,200**	**(6,940)**
POLICE OPERATIONS/CAP OUTLAY		**5,804,453**	**5,820,550**	**4,053,984**	**5,674,960**	**6,042,460**	**5,911,880**	**91,330**
							Percent Budget Change	**1.57%**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Firing Range
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

POLICE FIRING RANGE (2103-711)

Goals/Responsibilities:
Our firing range budget provides for use-of-force training in firearms, less lethal weapons, and other defensive tools. Our officers are trained to state standards and industry best practices to handle a full spectrum of force incidents, including active shooters. We are thus able to maintain a state of readiness that ensures proper and effective response, and reduces potential claims against the City.

Activities:
- Range dry-fire exercises
- Range live-fire exercises
- Reloading and malfunction drills
- Simunition exercises
- Scenario and isolation exercises
- Active shooter team responses
- Moving target drills
- Movement and cover exercises
- Less-lethal force drills

2014/2015 Accomplishments:
- Began using new range facilities at FVTC Public Safety Training Center
- Utilized a privately-owned range at no cost
- Achieved an agreement for reduced cost of use of PSTC

2016 Goals/Plans:
- Expand usage of PSTC facilities
- Achieve 100% compliance with State's new firearms standards

Major Increases/Decreases in 2016 Budget Request:

None

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** School Liaison Program
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

SCHOOL LIAISON PROGRAM (2104-711)

Goals/Responsibilities:
The Police School Liaison (PSL) program is our strongest partnership program. It provides educational and preventive opportunities for our children that reduce their involvement in drugs, gangs and crime. It also works to identify and prevent crimes against children. Our School Liaison program is perhaps our most successful program within the department.

Activities:
- Conduct daily foot patrols in school
- Provide classroom presentations
- Investigate and document crimes
- Act as juvenile law expert for department
- Monitor and enforce curfew violations
- Participate in school board meetings
- Testify in expulsion hearings
- Provide security at school events/games
- Respond to reports of crimes/disturbances in schools
- Conduct parking lot checks and school parking enforcement

2014/2015 Accomplishments:
- Achieved an agreement with NJSD for off-duty officers to be armed on school grounds
- Began teaching NJSD and PD staff in dealing with mental health issues for students
- Selected new high school liaison officer

2016 Goals/Plans:
- Assist new liaison officer at high school in new role
- Continue to explore having a school liaison officer to serve the elementary schools

Major Increases/Decreases in 2016 Budget Request:

None

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Crossing Guards
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

POLICE CROSSING GUARDS (2105-711)

Goals/Responsibilities:
The Crossing Guard Program manages the safe movement of pedestrian students through high-volume traffic locations before and after school.

Activities:
- Staff 15 regular locations twice per day
- Report violations to patrol
- Tabulate number of children crossing at each location
- Review crossing patterns for justification of positions

2014/2015 Accomplishments:
- Adjusted to new crossing patterns based on school redistricting
- Worked with City Engineer to ensure safe controls at key crossings
- Conducted hiring process for additional guards

2016 Goals/Plans:
- Monitor traffic changes caused by detours, construction, etc for impact on student safety
- Work as a partner with Town of Menasha and City of Menasha to create a shared crossing guard substitute pool
- Share information with the City Traffic Engineer to identify crossing guard locations that should be created/eliminated

Major Increases/Decreases in 2016 Budget Request:
No major changes

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** CSO/Animal Control
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

CSO/ANIMAL CONTROL (2107-711)

Goals/Responsibilities:
The CSO program improves our ability to provide valued services to our community without increasing the size of our sworn or full-time staff. CSO duties are limited to those tasks that do not require a sworn officer.

Activities:
- Conduct station tours
- Complete reports for non-criminal incidents
- Investigate and document animal complaints
- Enforce parking regulations
- Distribute Alderman packets
- Take lost/found property reports
- Manage found bike inventory
- Provide employment fingerprinting services
- Perform traffic control
- Assist at community events/parades
- Transport large property items to station
- Conduct vacation checks
- Enforce nuisance ordinances
- Assist disabled motorists

2014/2015 Accomplishments:
- Completed another year of code enforcement shared duties and overnight parking enforcement
- Hired an almost entirely new crew of CSOs/Code Enforcement personnel
- Achieved a new contract with Neenah Animal Shelter

2016 Goals/Plans:
- Find a solution for pet owners who can't pay for quarantine
- Continue seeking ways to expand the duties of CSOs

Major Increases/Decreases in 2016 Budget Request:

No major changes

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** K9 Program
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

K9 Program (2109-711)

Goals/Responsibilities:
The K9 program exists as an enhancement to the patrol effort. The K9 team is part of the regularly scheduled patrol force, and is responsible for responding to calls, conducting traffic enforcement, and investigating crimes and complaints just as any other patrol unit would do. The K9 program provides a unique tool for locating contraband, recovering evidence, controlling subjects and finding subjects.

Activities:
- Conduct drug searches during search warrant execution
- Conduct drug sniffs on traffic stops
- Conduct school searches
- Assist in clearing buildings and conducting large searches
- Participate in community events and public appearances
- Train with other K9 teams several times per month

2014/2015 Accomplishments:
- Conducted dozens of drug search/sniffs
- Completed additional training
- Assisted K9 handler in transition to new home
- Participated in several public education/presentation opportunities

2016 Goals/Plans:
- Ensure that all K9 safety equipment is sufficient, redundant, and robust

Major Increases/Decreases in 2016 Budget Request:

No major changes, but as the trust fund becomes expended we will be paying for more of the K9 costs out of operating budget.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
POLICE FIRING RANGE (2103-711)								
0204	Conferences & Meetings	95	400	95	400	400	360	
0207	Dues & Memberships	155	2,150	0	500	2,150	2,150	
0251	Rental	0	0	580	580	0	0	
	Contractual Services	**250**	**2,550**	**675**	**1,480**	**2,550**	**2,510**	**(40)**
0329	Targets & Ammunition	18,956	20,000	6,687	20,000	20,000	18,000	
0333	All Other Supplies	97	520	239	520	520	520	
0344	Small Equipment	678	750	574	750	750	750	
	Supplies & Materials	**19,731**	**21,270**	**7,500**	**21,270**	**21,270**	**19,270**	**(2,000)**
	POLICE FIRING RANGE	**19,981**	**23,820**	**8,175**	**22,750**	**23,820**	**21,780**	**(2,040)**
POLICE SCHOOL LIAISON (2104-711)								
0101	Salaries	145,374	146,690	91,524	150,350	153,490	153,490	
0104	Overtime Wages	22,135	24,480	16,238	24,480	25,000	25,000	
0110	Health Insurance	29,976	31,480	23,608	31,480	31,480	31,480	
0111	Fringes	42,275	41,740	26,278	41,960	42,770	42,770	
0115	Training	1,781	2,100	817	2,100	2,100	1,890	
0117	Clothing Allowance	1,367	1,500	1,503	1,510	1,500	1,500	
0122	Travel Expenses	0	50	0	50	50	50	
	Personal Services	**242,908**	**248,040**	**159,968**	**251,930**	**256,390**	**256,180**	**8,140**
0202	Outside Printing	0	100	0	100	100	100	
0207	Dues & Memberships	0	50	0	50	50	50	
0213	Maint of Motor Vehicles	0	550	889	890	550	550	
0215	Maint of Radio Equipment	0	500	0	500	500	500	
0227	Cellular Telephone	1,032	1,210	984	1,210	1,210	1,210	
0236	Outside Services	0	50	0	50	50	50	
0255	IS Services / Internal	6,203	6,350	5,100	6,350	6,840	6,840	
0293	Maint Of Motor Veh/Fleet	1,639	1,500	528	750	1,200	1,200	
0294	Oil and Fluids/Fleet	123	380	0	380	400	400	
	Contractual Services	**8,997**	**10,690**	**7,501**	**10,280**	**10,900**	**10,900**	**210**
0310	Gasoline & Oil	1,027	1,580	365	1,000	1,000	1,000	
	Supplies & Materials	**1,027**	**1,580**	**365**	**1,000**	**1,000**	**1,000**	**(580)**
	POLICE SCHOOL LIAISON	**252,932**	**260,310**	**167,834**	**263,210**	**268,290**	**268,080**	**7,770**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SCHOOL CROSSING GUARDS (2105-711)								
0103	Temporary Wages	57,050	64,400	37,959	64,400	64,400	64,400	
0111	Fringes	3,207	3,930	2,316	3,930	3,770	3,770	
0117	Clothing Allowance	1,735	2,000	168	2,000	2,000	2,000	
	Personal Services	**61,992**	**70,330**	**40,443**	**70,330**	**70,170**	**70,170**	**(160)**
0204	Conferences & Meetings	24	50	23	50	50	50	
0206	Advertising & Publication	0	500	0	0	0	0	
	Contractual Services	**24**	**550**	**23**	**50**	**50**	**50**	**(500)**
0333	All Other Supplies	920	900	0	900	900	900	
	Supplies & Materials	**920**	**900**	**0**	**900**	**900**	**900**	**0**
	SCHOOL CROSSING GUARDS	**62,936**	**71,780**	**40,466**	**71,280**	**71,120**	**71,120**	**(660)**
ANIMAL CONTROL (2107-711)								
0103	Temporary Wages	29,701	30,350	19,919	30,350	30,350	30,350	
0104	Overtime Wages	0	0	37	40	0	0	
0111	Fringes	1,226	1,560	1,026	1,560	1,480	1,480	
0117	Clothing Allowance	1,129	1,400	504	1,400	1,400	1,400	
	Personal Services	**32,056**	**33,310**	**21,486**	**33,350**	**33,230**	**33,230**	**(80)**
0213	Maint of Motor Vehicles	2,465	100	11	100	100	100	
0215	Maint of Radio Equipment	0	150	0	150	150	150	
0227	Cellular Telephone	140	160	100	160	160	160	
0236	Outside Services	15,600	15,600	9,518	15,000	15,000	15,000	
0238	Professional Services	730	500	0	350	500	500	
0293	Maint Of Motor Veh/Fleet	4,687	2,000	1,045	1,050	2,000	2,000	
0294	Oil and Fluids/Fleet	123	320	131	320	330	330	
	Contractual Services	**23,745**	**18,830**	**10,805**	**17,130**	**18,240**	**18,240**	**(590)**
0310	Gasoline & Oil	9,343	7,350	4,936	7,350	7,570	7,570	
0333	All Other Supplies	18	300	0	300	300	300	
0344	Small Equipment	0	150	0	150	150	150	
	Supplies & Materials	**9,361**	**7,800**	**4,936**	**7,800**	**8,020**	**8,020**	**220**
	COMMUN. SERV. OFFICERS/ ANIMAL CONTROL	**65,162**	**59,940**	**37,227**	**58,280**	**59,490**	**59,490**	**(450)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
K-9 PROJECT (2109-711)								
0101	Salaries	2,896	3,000	2,158	3,000	3,000	3,000	
0111	Fringes	685	680	489	680	660	660	
0115	Training	592	0	1,067	1,070	0	0	
	Personal Services	**4,173**	**3,680**	**3,714**	**4,750**	**3,660**	**3,660**	**(20)**
0207	Dues & Memberships	70	70	0	70	70	70	
0213	Maint of Motor Vehicles	86	500	21	250	500	500	
0238	Professional Services	106	500	143	500	500	500	
0245	Insurance	115	120	113	120	120	120	
0293	Maint Of Motor Veh/Fleet	533	720	204	720	720	720	
0294	Oil and Fluids/Fleet	0	110	0	110	110	110	
	Contractual Services	**910**	**2,020**	**481**	**1,770**	**2,020**	**2,020**	**0**
0303	Computer Operation Suppli	25	30	0	30	30	30	
0308	Books and Periodicals	25	30	25	30	30	30	
0310	Gasoline & Oil	0	0	0	0	0	0	
0323	Dog Supplies	705	1,530	666	1,530	1,530	1,530	
0333	All Other Supplies	472	870	38	870	870	870	
0347	Small Computer Hardware	41	0	0	0	0	0	
	Supplies & Materials	**1,268**	**2,460**	**729**	**2,460**	**2,460**	**2,460**	**0**
8118	Other Facility Kennel	200	1,300	0	650	1,300	1,300	
8133	All Other Equipment	0	2,000	122	2,000	2,000	2,000	
	Contractual Services	**200**	**3,300**	**122**	**2,650**	**3,300**	**3,300**	**0**
	K-9 PROJECT	**6,551**	**11,460**	**5,046**	**11,630**	**11,440**	**11,440**	**(20)**
TOTAL POLICE DEPARTMENT		**6,212,015**	**6,247,860**	**4,312,732**	**6,102,110**	**6,476,620**	**6,343,790**	**95,930**
							Percent Budget Change	**1.54%**

NEENAH-MENASHA FIRE RESCUE

Department Head

Al Auxier

Major Activities

Neenah-Menasha Fire rescue (NMFR) is committed to providing a quality service that goes beyond its vital role of emergency response. NMFR responds to over 2300 calls for emergency assistance annually. Calls for fire suppression, emergency medical services, special operations, and water/ice rescue are all part of the services that NMFR provides. NMFR also spends numerous hours training to prepare its firefighters and provide skills needed to deal with the hazardous conditions that exist in providing these services. Fire prevention activities include conducting over 2500 inspections annually, fire investigations, tank inspections and plan reviews. NMFR's award winning public education programs reach over 10,000 people a year through open houses, safety fairs, parades, station tours and formal programs. It's mission is "One Department-Fully Involved. NMFR exists to assist in any way it can. The City of Neenah and City of Menasha share department costs based upon a five-factor formula.

The estimated City of Neenah share of departmental costs for 2016 is 60.01%.

Operating Budget Information/Number of Employees
(City of Neenah Share Only)

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$4,548,005	$4,843,790	$4,904,130	1.25%	$4,839,450	-0.09%
No. of Employees (FTE)	40.60	40.60	40.60	0.00%	40.60	0.00%

Summary of Executive Recommendations on Variable Cost Options

	59.60%	*60.55%*	*60.01%*	*60.01%*	
Neenah/Menasha Fire Rescue Budget	**2014 Actual**	**2015 Approved**	**2016 Requested**	**2016 Proposed**	**Mayor's Comments**
Regular Overtime	$65,850	$62,000	$72,010	$72,010	Add'l train inspect/arson investig.
Regular Overtime - Fringes (23%)	15,150	14,260	16,560	16,560	Add'l train inspect/arson investig.
Schools/Training/Conferences/Meetings	4,410	10,500	10,410	9,370	Reduce by 10%.
Outside Services	6,480	10,600	9,600	9,600	Fiber optics for Station 31/32.
Professional Services	3,710	15,140	12,000	10,000	No chest x-rays in 2016.
Public Relations	1,810	2,000	2,520	2,520	Increased programming.
Small Equipment	1,940	5,450	5,400	5,400	Necessary replacement.
Small Computer Hardware	410	370	360	360	Maintain 2015 level.
Personal Protective Equipment	16,630	21,190	24,000	24,000	Increase due to SCBA training.
Training Supplies	10	1,210	1,200	1,200	Maintain 2015 level.
Office Furniture/Equipment (4 Stations)	0	1,510	1,500	1,500	Maintain 2015 level.
Portable Radio Maintenance	360	2,420	2,400	2,400	Maintain 2015 level.
Computer Software	2,930	2,720	2,700	2,700	Maintain 2015 level.
Computer Hardware	970	3,150	5,710	5,710	Firehouse equipment needed.
Firefighting Equipment/Hoses/Nozzles	7,010	9,080	12,000	12,000	Replacements justified.
Household Purchases	3,000	3,030	3,300	3,000	Maintain 2015 level.

(over)

NEENAH-MENASHA FIRE RESCUE (cont.)

BUILDINGS (100% City of Neenah)	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Maintenance of Buildings	20,942	28,500	28,500	28,500	Maintain 2015 level.
SPECIAL OPERATIONS RESPONSE TEAM (60.01% of Total Budget)					
Overtime	7,520	5,510	5,460	5,460	Maintain 2015 level.
Small Tools	0	420	300	300	Maintain 2015 level.
Personal Protective Equipment	0	300	150	150	Maintain 2015 level.
DIVING RESCUE PROGRAM (60.01% of Total Budget)					
Overtime	2,140	2,000	3,600	3,000	Reduce to 50% increase.
Schools/Training/Conferences/Meetings	0	1,000	990	890	Reduce by 10%.
All Other Equipment	530	1,000	990	990	Maintain 2015 level.
JOINT FIRE COMMISSION (60.01% of Total Budget)					
Advertising & Publication	0	1,510	1,500	1,500	Maintain 2015 level.
Outside Services	730	2,300	2,280	2,280	Maintain 2015 level.
SPECIAL RESERVES & ESCROW (60.01% of Total Budget)					
Non-Rep Wages/Fringes (2% 1/1/16)	0	4,000	10,920	8,190	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	28,700	58,610	0	Move to Network Health Plan.
EMERGENCY GOVERNMENT (100% City of Neenah Cost)					
Schools/Training/Conferences/Meetings	500	500	500	450	Reduce by 10%.
Outside Services	1,000	1,000	1,000	750	Budget constraints.
Small Equipment	50	50	50	50	Maintain 2015 level.
Total Executive Reductions Recommended				**$65,680**	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

Goals/Responsibilities:

The mission statement for Neenah-Menasha Fire Rescue ("NMFR") is **"One Department–Fully Involved".** Through our mission statement NMFR organizes and provides a variety of life safety and property preservation services to the public. Our mission is realized by offering high-quality, professional service, in fire suppression, specialized rescue operations and emergency medical services to the citizens of our communities. Furthermore, the Department takes a proactive role in safety by providing resources for public fire education, fire prevention, fire investigations and hazardous materials mitigation. Life safety, incident stabilization and property preservation are key elements in the quality of life the citizens of our two communities have come to expect. NMFR shall strive to continue its goal of providing this in a fiscally responsible manner.

NMFR remains committed to providing a fire safe environment within our communities by conducting required fire prevention code inspections for public buildings. A group of dedicated firefighters continues to provide a highly developed and successful public education program for people of all ages in our communities. NMFR has taken a proactive stance and has set goals to make our communities a safer place to live and work.

Activities:

NMFR's proactive role in public safety encompasses the following: Fire company inspections of commercial and industrial properties for loss prevention; underground and aboveground petroleum fuel storage tank code enforcement; fire loss investigation; juvenile fire setter intervention programming; public fire safety education programming; fire suppression; specialized rescue operations for both land and water related incidents; and, pre-hospital emergency medical care. Terrorism and weapons of mass destruction training and industrial safety exercises/tours have become common, allowing us to increase our presence in industrial facilities forging a better working relationship with safety coordinators and maintenance personnel. Increased communication and involvement with the Community Development Department with respect to plan review and code compliance has improved tremendously under the Assistant Chief/Fire Marshall. We are also working more closely with insurance companies and fire protection organizations to make sure that fire detection and suppression equipment in buildings is properly installed, maintained and tested in accordance with national, state, and local codes and referenced standards.

2014/2015 Accomplishments:

Neenah-Menasha Fire Rescue responded to 515 calls for assistance involving fire related situations through July 31, 2015. Of these 515 calls, 40 of these were for structure fires which is a 50% increase compared to the same time period in 2014. In addition, we have been summoned 884 times to assist in medically related situations. In 2014, NMFR responded to a total of 2,398 calls for assistance, with 1,579 of those calls for medical assistance and 819 for fire related situations. Through July 31, 2015, there have been 2,184 fire inspections conducted with a total of 2,384 code violations discovered. In 2014, NMFR conducted 3,192 fire inspections and found 3,511 code violations. Public education efforts, stressing home and personal fire safety messages, continue to reach the citizens of Neenah and Menasha. Fire Inspectors in the Fox Valley continue to meet on a regular basis to share information and address common code problems. Uniformity between jurisdictions in code interpretation and enforcement is the goal of the group.

The public education program for dorm/apartment fire safety was presented to the entire senior high school student population at Neenah and Menasha High Schools. Our program for senior citizens on how to deal with many different emergency situations was presented to many of the senior groups within our communities upon their request. The Public Education Team expanded their program to include fifth grade students. The "Then and Now Program" gives them a better understanding of the importance of fire safety. Due to many requirements that Community Based Residential Facilities ("CBRF") facilities have for education of their employees, our request for fire prevention education for these facilities has started slowly increasing. Local businesses within both communities are becoming more pro-active on different educational topics and have begun reaching out to our Department for help to train their employees.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

2014/2015 Accomplishments continued:

In 2014, we performed 950 public education events. In the first seven months of 2015, we completed 336 public education events. We are working hard to accommodate every request, but these increased requests have created a need for increased funds for public education materials.

NMFR staff has been working with the newly created NEWSAP (North East Wisconsin Smoke Alarm Program). This is a regional effort with three other area fire departments working together on fire prevention. In mid-2012, NEWSAP wrote, and was awarded, a regional smoke detector grant. This grant has continued through 2015 and as part of the award of this grant, we must maintain the program. The regional group will continue seeking donations for funding to sustain this program without having to utilize budgeted funds. However, there are no guarantees that we will be awarded donations and may have to use budgeted funds to sustain the program.

In 2015, NMFR completed their third year of automatic aid with Appleton Fire Department. Call volumes between the two departments continue to be very close for responses to each community. This service continues to complement both departments and continues to provide the high-quality service expected by the communities and the citizens we serve.

2016 Goals/Plans:

During 2015, NMFR continued to experience FMLA and work comp injuries that have had a significant impact on our overtime budget. Short shift staffing demands for overtime have limited the amount of overtime monies available to allow Fire Inspectors and Fire Investigators to attend training on off-duty time. The overtime budget needs to be increased to make sure that appropriate training for all specialized needs within NMFR are met. NMFR staff will continue to monitor this and make every effort to stay within our budget while providing needed training to accomplish our goals.

NMFR will continue to become more familiar with our growing communities' neighborhoods, streets and buildings. All Fire Officers will remain involved in training the firefighters they lead. The Assistant Chief/Training/Emergency Management Officer will continue to focus on all training aspects, including specialty programming for rescue to assist other departments within our two jurisdictions, such as the public works employees, park employees, water employees, etc. He will also continue to work with the two communities to attain and maintain training for NIMS compliance. He will continue to work with the driver/engineer positions for consistent training with existing drivers and move-ups. The Department will continue its participation with Fox Valley Technical College in providing a learning environment for the Fire Intern Program. Standard Operating Guidelines and Procedures will continue to evolve and be updated.

NMFR's Public Education Team will continue its fire safety efforts in the grade schools during Fire Prevention Week and also in the high schools for graduating seniors for when they go off to college. Both cities have seen an increase in assisted living facilities, and we are seeing an increasing amount of requests to talk to senior citizens about fire safety and also from local businesses.

NMFR will continue the automatic aid agreement with Appleton Fire Department and maintain the reduced response times that benefit the needs of the citizens and businesses in Menasha and Appleton.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

In 2014, the implementation to complete building inspections has led to a more paperless records management system of our fire inspections for all inspectable properties within Neenah and Menasha. Building owners and managers like the fact that they can receive inspection reports via email. Training efforts in the firehouse software program continue so our personnel can meet the growing communications needs of our society. Attending FHETS, the Firehouse Training Conference, is a key component to meet NMFR's demanding communication and record keeping needs.

In 2015, we began implementing a barcoding system for all vehicles and equipment on the vehicles and in the stations. The intent is to continue to use our records management system to have one place to record the purchase of equipment, maintenance (including costs), replacement date, etc. This will help us track our expenses relating to maintenance and make it easier for budgeting on replacement of specific items. The intent is to have this process completed by early 2016.

In 2016, NMFR's portion of the new telephone system that was purchased by the City of Neenah will need to be funded. The payment for our portion of the system is scheduled to be paid out over a seven-year period that started in 2013.

In early 2015, Fox Valley Technical College (FVTC) vacated their side of the Station 31 facility. We worked with FVTC to figure out the training props they left behind and NMFR has assumed responsibility of the training site on Tullar Road. Budgetary dollars will be needed to make repairs to these training props and to continue to maintain them. The City of Neenah has assumed the vacated space and a cost distribution formula has been finalized for common items such as water, electricity, lawn care, etc.

In late 2014, NMFR acquired the new Pierce 105' Quint ladder truck. As part of this purchase, money was budgeted in 2015 for NMFR personnel to complete the *International Fire Service Training Association (IFSTA) Aerial Apparatus Driver/Operator Handbook, 2nd Edition.* This was to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications, Chapter 4.* This certification also provides documentation that the individual has demonstrated a high level of proficiency established through national consensus standards.

In 2015, a decision was made to have one of our divers attend a master diver certification class. This certification will allow him to train our personnel. We will not have to spend monies for an outside vendor to train divers and will decrease our costs for having divers come in off shift to train with an outside vendor. The costs associated with this training class utilized more overtime monies than was originally budgeted. However, the overall budget was not overspent.

In 2015, our Department will be working on the payroll switchover to Executime. This process may take longer than other Departments as we will be having our Firehouse software, which is where we currently complete every shift's payroll records, export data into Executime. Once this process has been completed, there will be a one-time interface fee. It is the intent to have the entire switchover completed in 2016.

Major Increases/Decreases in 2016 Operating Budget Request:

Salaries (0101): Increase of $53,080, per the City of Neenah Finance Department.

Overtime (0104): Increase of $17,600. A significant portion of this increase will be used to cover costs of training for the Fire Inspectors and Arson Investigators. NMFR has not been able to send these individuals the last couple of years and additional overtime money would allow NMFR to send personnel for needed training to maintain knowledge and skills. Monies will also be used to cover short shift overtime caused by FMLA, sick leave absences and work comp absences.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

Fringes (0110): Decrease of $13,340, per the City of Neenah Finance Department.

License Renewal (0118): Increase of $9,400 due to re-certification of EMT, EMR and CPR training. Re-certification of UST/AST, which is needed in order for us to complete State mandatory tank inspections. Re-certification for MSA/Technical for us to conduct our own testing for SCBA's versus paying an outside vendor. These are bi-annual certifications that are due in 2016.

Employee Recognition Awards (0128): Decrease of $700 based on employee's due for recognition awards in 2016.

Maintenance of PPE/SCBA (0209): Increase of $3,800 due to required testing of SCBA and repairs/replacements of respirators and cylinders. Cylinders are scheduled to be replaced in 2018. However, due to the age of the equipment and use during incidents, some of these items will need to be repaired and/or replaced if this is cheaper.

Maintenance of Radio Equipment (0215): Increase of $2,200. The manufacturer's warranty of the radio system, and related equipment, expired on June 30, 2015. The increase is for a service contract with Winnebago County's installation vendor, Baycom.

Maint. of Software (0218): Decrease of $5,000, per the City of Neenah IS Department.

Electricity (0222): Increase of $400 based on 2015 actual usage.

Natural Gas (0223): Decrease of $12,900 based on 2015 actual usage.

Water & Sewer (0224): Increase of $700 based on 2015 actual usage. Per the new Station 31 Operating Cost Share Formula, we will be responsible for paying 100% of all water usage and 70% of the meter base charge.

Commercial Dumpster (0225): Increase of $400. Dumpster rental fees for Station 31 were previously paid by FVTC. Per the new Station 31 Operating Cost Share Formula, we will be paying 100% of the dumpster rental fees as we will be the only ones using the dumpster.

Storm Water (0226): Increase of $600 based on 2015 actual usage. Per the new Station 31 Operating Cost Share Formula, we will pay 70% of the storm water sewer charges for Station 31.

Cellular Telephone (0227): Increase of $1,080 based on actual 2015 usage. The two shift inspector's phones were changed to smart phones in 2015 due to their need of being able to access fire codes and take pictures that are time/date stamped during fire inspections and investigations.

Auditing Service (0232): Decrease of $100 as recommended by the City of Neenah Finance Department.

Outside Services (0236): Decrease of $1,500 based on actual 2015 usage. A majority of this line item is for the dark fiber payment for Stations 31 & 36.

Professional Services (0238): Decrease of $5,000. Budget was increased in 2015 due to the need of chest x-rays for everyone who is required to wear a respirator. This test is not needed in 2016.

Tree Planting & Landscaping (0241): Increase of $1,200. Per the new Station 31 Operating Cost Share Formula, we will be paying 100% of the costs associated with cutting the grass. South of building was previously maintained by FVTC. We will continue to mow the grass around Station 31.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
Program: Public Safety	**Submitted by:** Al Auxier

Liability Insurance (0246): Increase of $1,840 as recommended by the City of Neenah Finance Department.

Permits (0242): Decrease of $100 due to projected costs for permits in 2016.

Auto/Physical Damage Ins. (0247): Decrease of $430 as recommended by the City of Neenah Finance Department.

Rental of Equipment (0252): Decrease of $150 due to actual 2015 usage for equipment rental fees used by the mechanics.

Printer/Copies (0254): Decrease of $240 based on estimates provided by City of Neenah IS Department.

Neenah City IS Services (0255): Increase of $3,520 based on information provided by City of Neenah IS Department.

Neenah City H/R Services (0257): Increase of $5,000 as recommended by the City of Neenah Finance Department.

Public Relations/Services (0262): Increase of $900. Additional monies are needed due to the increased requests we receive for public education events in both Cities and to be able to continue to maintain our public education programs in the elementary schools in both Cities.

Gasoline & Oil (0310): Decrease of $5,750. Based on 2015 usage and suggested increase of 3% by the City of Neenah Finance Department.

Personal Protective Equip. (0348): Increase of $5,000 to purchase four sets of ballistic PPE for NMFR personnel. We do not have any personal protective gear for our staff for any future active shooter incidents.

Computer Hardware Outlay (8115): There is no increase or decrease for this line item. Monies will need to remain at the 2015 funding level for this account as the sequel server switch over for Firehouse has been pushed back from 2015 to 2016.

All Other Equipment (8133): Increase of $5,000 to replace the forcible entry simulator that FVTC took with them when they vacated the building. This is a training tool that we need to be able to use. This line item is also used for replacing nozzles, hoses, ladders, adaptors and other major firefighting equipment.

Household Purchases (8149): Increase of $500. This account is used to replace washer/dryers and other household items.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Regional Special Operations Team
	Program: Public Safety	**Submitted by:** Al Auxier

Neenah-Menasha Fire Rescue Special Operations Team:

NMFR has been involved for many years in a joint collaboration with the Green Bay, Appleton and Oshkosh Fire Departments to provide Special Operations/Technical Rescue capabilities for our communities. NMFR has gained valuable training, as well as approximately $200,000 worth of vehicles and equipment. These funds have been provided by the State of Wisconsin through the Department of Homeland Security.

In 2011, the State of Wisconsin reviewed the Special Operations program and moved forward with one statewide team versus four regional teams. Working under a signed contract with the State of Wisconsin, NMFR personnel continue involvement with the State of Wisconsin/Wisconsin Emergency Management Rescue Team (Wisconsin Task Force 1). Their participation increases their level of knowledge, skills, and abilities, enabling them to bring those skills and provide this service at the local level. NMFR's involvement has continued. A 2-year contract was signed with the State of Wisconsin in 2015. The department now has six (6) members still participating with the WI-TF1.

Major Increases (Decreases) in 2016 Budget Request:

Maint. of Operating Equip (0216): Decrease of $500 based on actual 2015 costs.

Small Tools (0320): Decrease of $200 based on needs in 2016.

PPE (0348): Decrease of $250 based on needs in 2016.

Training Supplies (0350): Decrease of $250 based on needs in 2016.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Dive Team
	Program: Public Safety	**Submitted by:** Al Auxier

Neenah-Menasha Fire Rescue Dive Team Trust Fund:

In 2013, a formal budget was created and approved for our dive team. Initially all the expenses were covered by funds raised through various events. The funds that were raised continued to fund the program through 2014 but are very limited at this time. Although fund raising continues and will continue in the future there is not enough money to truly cover all the funds that are needed in 2015. There is a need for NMFR to start allocating funds by distributing operations funds to training and equipment. NMFR's operating budget does show costs associated with NMFR dive team expenses.

The NMFR Dive Team has amassed 304 hours of training between August 14, 2014 and August 14, 2015. This training includes "down time" for the divers (time spent under the water on actual dives) as well as time for support personnel – tenders, command and control positions, etc. The funds raised and allocated to date have greatly helped to increase our capabilities, and more importantly, provide invaluable training time for all personnel.

NMFR is looking to establish a funding mechanism with the Park and Recreation Departments of both communities through boat launch fees. This will help in providing a revenue source to continue our efforts in both the dive team, as well as the overall water rescue program.

Major Increases/Decreases in 2016 Operating Budget Request:

Overtime (0104): Increase of $2,700 to allow for additional training for staff members to learn how to perform required annual maintenance of equipment versus hiring an outside vendor and for training. Monies will also be used to continue training for members.

All Other Supplies (0333): Increase of $500. This line item was not placed in the 2015 budget and monies are needed to purchase consumable supplies (i.e. light sticks for diving, storage totes for equipment, etc.)

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	2,822,830	2,943,450	0	2,912,890	2,952,300	2,952,300	
0104	Overtime Wages	65,850	62,000	0	78,430	72,010	72,010	
0106	FLSA Overtime Wages	30,410	28,460	0	28,460	28,210	28,210	
0110	Health Insurance	630,770	633,670	0	662,370	645,220	645,220	
0111	Fringes	653,880	692,910	0	693,640	679,450	679,450	
0115	Schools/Seminars/Training	3,410	9,590	0	9,590	9,510	8,470	
0117	Clothing Allowance	18,900	18,770	0	18,770	18,610	18,610	
0118	License Renewal	3,720	300	0	0	5,940	5,940	
0123	Auto Allowance	10	90	0	90	90	90	
0128	Empl Recognition Awards	640	910	0	910	480	480	
	Personal Services	**4,230,420**	**4,390,150**	**0**	**4,405,150**	**4,411,820**	**4,410,780**	**20,630**
0202	Outside Printing	320	330	0	330	330	330	
0203	Postage	280	240	0	300	250	250	
0204	Conferences & Meetings	1,100	910	0	910	900	900	
0206	Advertising & Publication	100	120	0	120	120	120	
0207	Dues & Memberships	560	730	0	730	720	720	
0209	Maintenance of PPE/SCBA	590	2,420	0	2,420	4,680	4,680	
0210	Maint of Computer Hardwre	720	730	0	740	780	780	
0212	Maint of Office Equipment	0	60	0	0	60	60	
0213	Maint of Motor Vehicles	43,650	24,220	0	30,280	24,010	24,010	
0214	Maint of Buildings	2,700	3,030	0	3,030	3,000	3,000	
0215	Maint of Radio Equipment	1,270	2,420	0	2,420	3,720	3,720	
0216	Maint of Operating Equip	3,360	3,510	0	4,250	3,480	3,480	
0218	Maint of software	4,980	9,690	0	9,730	6,600	6,600	
0221	Telephone	5,200	5,150	0	5,150	5,100	5,100	
0222	Electricity	36,090	35,600	0	35,600	35,530	35,530	
0223	Natural Gas	21,980	24,160	0	15,740	16,200	16,200	
0224	Water & Sewer	6,420	6,960	0	7,150	7,320	7,320	
0225	Commercial Dumpster	540	490	0	730	720	720	
0226	Storm Water	1,580	1,510	0	1,880	1,860	1,860	
0227	Cellular Telephone	1,600	1,820	0	2,000	2,450	2,450	
0232	Auditing Services	1,100	1,090	0	1,090	1,020	1,020	
0236	Outside Services	6,480	10,600	0	8,700	9,600	9,600	
0237	Pest Control	250	610	0	610	600	600	
0238	Professional Services	3,710	15,140	0	14,530	12,000	10,000	
0241	Tree Planting & Landscape	280	610	0	1,090	1,320	1,320	
0242	Permits	0	150	0	60	90	90	
0246	Liability Insurance	17,440	18,600	0	18,600	19,540	19,540	
0247	Auto/Physical Damage Ins	8,170	9,590	0	9,590	9,240	9,240	
0252	Rental of Equipment	150	300	0	180	210	210	
0254	Printer / Copies	2,330	2,340	0	2,340	2,170	2,170	
0255	Neenah City I/S Services	70,850	76,390	0	76,380	77,810	77,810	
0256	Neenah City Finance Ser.	13,350	13,840	0	13,840	13,710	13,710	
0257	Neenah City H/R Services	18,770	21,190	0	21,190	24,000	24,000	
0262	Public Relations/Services	1,810	2,000	0	2,420	2,520	2,520	
0280	Neenah-Menasha FireRescue	0	0	3,611,467	0	0	0	
0292	FVTC Reimbursements	(9,340)	(3,030)	0	(4,840)	0	0	
0293	Maint of Motor Veh/Fleet	0	60	0	140	60	60	
0294	Oil and Fluids/Fleet	0	60	0	0	60	60	
0296	Maint of Equipment/Fleet	0	60	0	0	60	60	
	Contractual Services	**268,390**	**293,700**	**3,611,467**	**289,430**	**291,840**	**289,840**	**(3,860)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
FIRE OPERATIONS (2301-712) cont.								
0301	Office Supplies	520	1,210	0	1,330	1,200	1,200	
0306	Cleaning/Janitor Supplies	7,160	7,270	0	7,270	7,200	7,200	
0308	Books and Periodicals	250	600	0	610	600	600	
0310	Gasoline & Oil	18,250	22,250	0	18,170	18,610	18,610	
0319	Safety Supplies	1,070	1,090	0	1,090	1,080	1,080	
0320	Small Tools	420	600	0	600	600	600	
0326	Photography Supplies	0	300	0	300	300	300	
0333	All Other Supplies	1,850	1,820	0	1,820	1,800	1,800	
0344	Small Equipment	1,940	5,450	0	5,450	5,400	5,400	
0347	Small Computer Hardware	410	370	0	360	360	360	
0348	Per Protective Equipment	16,630	21,190	0	21,190	24,000	24,000	
0350	Training Supplies	10	1,210	0	1,210	1,200	1,200	
	Supplies & Materials	**48,510**	**63,360**	**0**	**59,400**	**62,350**	**62,350**	**(1,010)**
	OPERATIONS	**4,547,320**	**4,747,210**	**3,611,467**	**4,753,980**	**4,766,010**	**4,762,970**	**15,760**
							Percent Budget Change	**0.33%**
CAPITAL OUTLAY (2301-712)								
8108	Office Furniture & Equip	0	1,510	0	1,510	1,500	1,500	
8113	Communication Equipment	360	2,420	0	2,610	2,400	2,400	
8114	Computer Software Outlay	2,930	2,720	0	610	2,700	2,700	
8115	Computer Hardware Outlay	970	3,150	0	3,030	5,710	5,710	
8133	All Other Equipment	7,010	9,080	0	9,080	12,000	12,000	
8149	Household Purchases	3,000	3,030	0	3,980	3,300	3,000	
	CAPITAL OUTLAY	**14,270**	**21,910**	**0**	**20,820**	**27,610**	**27,310**	**5,400**
FIRE OPERATIONS/CAPITAL OUTLAY		**4,561,590**	**4,769,120**	**3,611,467**	**4,774,800**	**4,793,620**	**4,790,280**	**21,160**
							Percent Budget Change	**0.44%**
FIRE STATION BUILDINGS (2304-712)								
0214	Maint of Buildings	20,942	28,500	10,545	28,500	28,500	28,500	
	Contractual Services	**20,942**	**28,500**	**10,545**	**28,500**	**28,500**	**28,500**	**0**
	FIRE STATION BUILDINGS	**20,942**	**28,500**	**10,545**	**28,500**	**28,500**	**28,500**	**0**
							Percent Budget Change	**0.00%**
REG SPEC OPER RESP TEAM (2314-172)								
0104	Overtime Wages	7,520	5,510	0	7,040	5,460	5,460	
0105	Reimbursement / Overtime	(6,440)	0	0	(7,040)	0	0	
0111	Fringes	1,590	1,310	0	1,670	1,140	1,140	
	Personal Services	**2,670**	**6,820**	**0**	**1,670**	**6,600**	**6,600**	**(220)**
0216	Maint of Operating Equip	190	610	0	300	300	300	
	Contractual Services	**190**	**610**	**0**	**300**	**300**	**300**	**(310)**
0320	Small Tools	0	420	0	300	300	300	
0348	Per Protective Equipment	0	300	0	150	150	150	
0350	Training Supplies	20	300	0	150	150	150	
	Supplies & Materials	**20**	**1,020**	**0**	**600**	**600**	**600**	**(420)**
8133	All Other Equipment	0	610	0	610	600	600	
	Capital Outlay	**0**	**610**	**0**	**610**	**600**	**600**	**(10)**
	REG SPEC OPER RESP TEAM	**2,880**	**9,060**	**0**	**3,180**	**8,100**	**8,100**	**(960)**
							Percent Budget Change	**-10.60%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	300	0	300	300	300	
0206	Advertising & Publication	0	1,510	0	1,510	1,500	1,500	
0236	Outside Services	730	2,300	0	2,300	2,280	2,280	
0261	Misc Expenditures	0	300	0	300	300	300	
	Contractual Services	**730**	**4,410**	**0**	**4,410**	**4,380**	**4,380**	**(30)**
	JOINT FIRE COMMISSION	**730**	**4,410**	**0**	**4,410**	**4,380**	**4,380**	**(30)**
							Percent Budget Change	**-0.68%**
DIVING RESCUE PROGRAM								
0104	Overtime Wages	2,140	2,000	0	0	3,600	3,000	
0111	Fringes	450	390	0	0	760	760	
0115	Schools/Seminars/Training	0	1,000	0	0	990	890	
	Personal Services	**2,590**	**3,390**	**0**	**0**	**5,350**	**4,650**	**1,260**
0215	Maint of Radio Equipment	0	910	0	0	600	600	
0216	Maint of Operating Equip	170	910	0	0	900	900	
0261	Misc Expenditures	0	0	0	0	0	0	
	Contractual Services	**170**	**1,820**	**0**	**0**	**1,500**	**1,500**	**(320)**
8113	Communication Equipment	0	0	0	0	990	990	
8133	All Other Equipment	530	1,000	0	0	990	990	
	Capital Outlay	**530**	**1,000**	**0**	**0**	**1,980**	**1,980**	**980**
	DIVE RESCUE PROGRAM	**3,290**	**6,210**	**0**	**0**	**8,830**	**8,130**	**1,920**
							Percent Budget Change	**30.92%**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	3,270	0	0	8,880	6,670	
0110	Health Insurance	0	28,700	0	0	58,610	0	
0111	Fringes	0	730	0	0	2,040	1,520	
		0	32,700	0	0	69,530	8,190	**(24,510)**
FIRE DEPARTMENT		**4,589,432**	**4,850,000**	**3,622,012**	**4,810,890**	**4,912,960**	**4,847,580**	**(2,420)**
							Percent Budget Change	**-0.05%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	$90,500	$90,500	$91,140
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	84,190	65,000	80,000
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	79,920	79,920	80,120
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	68,690	68,690	69,170
Office Manager	Grade G3	1.00	Grade G3	1.00	42,000	42,000	42,450
Fire Officers	67,999 - 72,526	15.00	70,039 - 72,526	15.00	1,123,770	1,121,770	1,151,480
Mechanics	66,982 - 71,319	4.00	68,992 - 71,319	4.00	289,330	289,330	297,520
Assistant Inspectors	66,824 - 68,829	6.00	68,829	6.00	423,460	423,430	435,600
Shift Commanders	73,048 - 75,239	3.00	75,239	3.00	233,840	233,730	240,260
Drivers	65,683 - 67,653	12.00	67,653	12.00	836,040	846,910	859,340
Fire Fighters	41,138 - 65,326	23.00	42,372 - 65,326	23.00	1,520,150	1,475,940	1,485,510
Subtotal		68.00		68.00	$4,791,890	$4,737,220	$4,832,590
OTHER COMPENSATION							
Work in Other Classification	-		-		22,000	22,000	22,000
First Responders Pay	-		-		39,120	38,100	39,120
Accrued Wages	-		-		13,580	13,400	25,960
OVERTIME	-		-				
Operating Overtime	-		-		102,400	135,000	120,000
Special OPER Overtime	-		-		9,100	9,100	9,100
Diving Rescue Program	-		-		3,300	10,000	6,000
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	$5,028,390	$5,011,820	$5,101,770

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Emergency Management	**Budget:** Emergency Management
Program: Public Safety	**Submitted by:** Al Auxier

Goals/Responsibilities:
This program was started in 1984 to establish an Emergency Operations Center ("EOC") and to provide centralized guidance in case of a disaster in the City. Currently the Neenah Police Department Community Room is utilized as our first option for the EOC in the City of Neenah. Since NMFR is responsible for managing the EOC's in both Neenah and Menasha, it was decided that each of the EOC's would serve as backup for each other and serve as the secondary backup site for each community. The EOC for Neenah is the Community Room at the Neenah Police Department and the EOC for Menasha is in the basement of the Public Services Building that house both the Menasha Police Department and NMFR. A third site identified is the Municipal Services Building on Tullar Road. We also have the ability to request Winnebago County Emergency Management to open an EOC at the Sheriff's Department and/or bring their mobile command post to the emergency scene.

Consideration continues to be given for moving Neenah's EOC to the vacated Fox Valley Technical College site on Tullar Road or using this as an EOC back-up space.

2016 Goals/Plans:
Due to the vacancy of the Deputy Chief's position, the EOC appointment/structure for both communities will be reviewed when a replacement is hired. Goals for both communities EOC's will be set after the Deputy Chief of Operations position is filled.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
EMERGENCY GOVERNMENT								
OPERATIONS (2519-713)								
0115	Schools/Seminars/Training	0	500	0	500	500	450	
	Personnel Services	**0**	**500**	**0**	**500**	**500**	**450**	**(50)**
0207	Dues & Memberships	0	20	0	20	20	20	
0236	Outside Services	1,047	750	647	750	750	750	
	Contractual Services	**1,047**	**770**	**647**	**770**	**770**	**770**	**0**
0301	Office Supplies	0	200	0	100	100	100	
0308	Books and Periodicals	0	50	0	50	50	50	
0333	All Other Supplies	0	300	0	200	200	200	
0344	Small Equipment	0	50	0	50	50	50	
	Supplies & Materials	**0**	**600**	**0**	**400**	**400**	**400**	**(200)**
8113	Communication Equipment	0	0	223	230	0	0	
	Capital Outlay	**0**	**0**	**223**	**230**	**0**	**0**	**0**
	EMERGENCY GOVERNMENT	**1,047**	**1,870**	**870**	**1,900**	**1,670**	**1,620**	**(250)**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Other Public Safety
Program: Public Safety	**Submitted by:** K. Wilkinson/M. Easker

POLICE COMMISSION

Continue to perform all duties and responsibilities of the Police Commission as per Wisconsin law. Continue efforts to select (test, interview, etc.) candidates for Police Department as needed. Hear Police employee grievances as specified in Wisconsin law. Policy determination as needed. Update Police Department candidate lists as candidates were needed.

PUBLIC SAFETY PENSION PAYMENT

Annual charge for (62.13) Police and Fire Pensioners. This program is now administered by the State. Costs are billed on the basis of benefits paid. Presently, two former employees and/or beneficiaries are receiving payments. No active employees who participate in this program remain on the City payroll. 2016 costs are projected at a benefit level for two recipients. Future years' costs will gradually decrease as the number of living pensioners/beneficiaries declines.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
OTHER PUBLIC SAFETY								
POLICE COMMISSION (2520-713)								
0203	Postage	0	500	0	0	500	500	
0206	Advertising & Publication	0	400	0	0	400	400	
0236	Outside Services	4,772	5,000	6,847	7,600	7,000	7,000	
0261	Misc Expenditures	125	200	108	200	200	200	
	Contractual Services	**4,897**	**6,100**	**6,955**	**7,800**	**8,100**	**8,100**	**2,000**
	POLICE & FIRE COMMISSION	**4,897**	**6,100**	**6,955**	**7,800**	**8,100**	**8,100**	**2,000**
PENSION PLAN CONTRIBUTION (2523-713)								
0261	Misc Expenditures	14,920	14,920	9,946	14,920	14,920	14,920	
	Contractual Services	**14,920**	**14,920**	**9,946**	**14,920**	**14,920**	**14,920**	**0**
	PENSION PLAN CONTRIBUTION	**14,920**	**14,920**	**9,946**	**14,920**	**14,920**	**14,920**	**0**
EMERGENCY GOVERNMENT AND OTHER PUBLIC SAFETY		**20,864**	**22,890**	**17,771**	**24,620**	**24,690**	**24,640**	**1,750**
							Percent Budget Change	**7.65%**

DEPARTMENT OF PUBLIC WORKS AND UTILITIES

Department Head

Gerry Kaiser

Major Activities

The Department is responsible for the administration of all City engineering and provides supervision of all design, maintenance, repair and construction of streets, storm sewers and drainage facilities, sanitary sewers and lift stations, traffic control devices, street lighting, City buildings and structures, as well as all machinery, equipment and property used in any activity under department control. Certain activities under the control of Public Works (Sanitary Sewer Utility, Storm Water Utility, Fleet Management) are located in the last two sections of the Executive Budget.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget-General Fund only (excluding Public Right-of-Way Forestry)	$4,027,152	$4,031,500	$4,070,390	0.96%	$4,030,190	-0.03%
No. of Employees (FTE) - All Funds	41.75	41.75	41.75	0.00%	41.75	0.00%

Summary of Executive Recommendations on Variable Cost Options

ADMINISTRATION/ENGINEERING	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	13,660	15,200	15,200	15,200	Maintain 2015 level.
Schools/Training/Conferences/Meetings	480	1,100	1,500	1,350	Reduce by 10%.
Outside Services	0	200	200	200	Maintain 2015 level.
Professional Services	250	1,500	1,000	1,000	Maintain 2015 level.
Small Program Packages	0	500	500	500	Maintain 2015 level.
Small Equipment	0	0	0	0	Maintain 2015 level.
Small Computer Hardware	100	200	100	100	Maintain 2015 level.
Office Furniture & Equipment	0	100	100	100	Maintain 2015 level.
Computer Software Outlay	0	500	500	500	Maintain 2015 level.
Computer Hardware Outlay	278	500	500	500	Maintain 2015 level.
Other Equipment	0	100	100	100	Maintain 2015 level.

(over)

DEPARTMENT OF PUBLIC WORKS AND UTILITIES (cont.)

OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Overtime	86,656	69,000	69,000	69,000	Based on historical trends.
Temporary Wages	19,766	5,000	5,000	6,600	Add hours for City
Schools/Training/Conferences/Meetings	0	830	650	600	Reduce by 10%.
Outside Services - Tullar Garage	7,950	3,500	3,500	3,500	Necessary expense.
Outside Services - Cecil St. Garage	155	200	200	200	Maintain 2015 level.
Outside Services - Refuse Collection	2,881	1,300	1,300	1,300	Maintain 2015 level.
Tipping Fees - Refuse Collection	251,562	250,000	266,000	266,000	$1 per ton increase.
Commercial Dumpsters - Refuse Coll.	86,338	90,000	80,000	60,000	Plan for reduction in
Large Item Dumpster Pulls - Refuse Coll	41,441	35,000	36,000	36,000	Necessary expense.
Outside Serv.-San. Sewers/Lift Stations	30,808	40,000	40,000	36,000	Based on recent history.
Prof. Services-San. Sewers/Lift Stations	2,140	2,000	2,000	2,000	Maintain 2015 level.
Equip. Rental-San. Sewers/Lift Stations	0	5,000	5,000	4,000	Based on recent history.
Outside Services - TV San. Sewer Insp.	43,796	45,000	45,000	45,000	Based on recent history.
Prof. Services - TV San. Sewer Insp.	0	1,000	1,000	1,000	Maintain 2015 level.
Equip. Rental - TV San. Sewer Insp.	0	2,000	2,000	2,000	Maintain 2015 level.
Outside Services - Street Maintenance	28,272	46,500	50,000	45,000	Based on recent history.
Outside Services - Snow & Ice Removal	6,644	3,500	3,500	3,500	Maintain 2015 level.
Outside Services - Traffic Control	42,185	43,000	45,000	45,000	Based on recent history.
Electricity-Street Lights/2015=est actual	564,426	570,000	580,000	568,400	2% Reduction.
Outside Services - Street Lighting	4,231	5,000	5,000	5,000	Maintain 2015 level.
Small Equipment	1,074	2,000	1,750	1,750	Slight increase justified.
Office Furniture & Equipment	102	350	350	350	Maintain 2015 level.
Communication Equipment	225	1,500	1,500	1,500	Maintain 2015 level.
Maintenance Equipment	3,113	3,500	3,500	3,500	Maintain 2015 level.
All Other Equipment	1,350	1,500	1,500	1,500	Maintain 2015 level.
Total Executive Reductions Recommended				**$40,200**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

DEPARTMENT OF PUBLIC WORKS

Goals/Responsibilities:
Provides engineering, maintenance, public services and technical advice on a variety of projects.

Activities:
Technical consultation with other government units.

Design, manage construction, maintain and repair:
- streets
- curb and gutter
- sidewalks
- bridges
- traffic control devices
- storm sewers and ponds
- sanitary sewers
- City buildings and structures
- related machinery and equipment
- street lights

Public services include:
- garbage and refuse collection
- recycling
- snow removal
- street cleaning
- yard waste collection
- wastewater transmission
- storm water transmission
- traffic flow

Maintain records for:
- real property owned by City
- property maps

2015 Accomplishments:
- Replaced sanitary sewer main and overlaid Elmwood Ct, Green St, and Jean St.
- Replaced utilities and reconstructed Bridgewood Dr, Meadowview St, Green Meadows St, and Hillcrest Pl.
- Implemented traffic signal upgrades identified in the 2015 CIP.
- Shifted additional 25% (total of 100%) of the commercial dumpster costs to users.
- Converted city-owned street lighting to LED fixtures.
- Started developing implementation plan for the updated storm water management plan.
- Started review of sidewalk installation criteria.
- Started review of continuing the commercial dumpster program.

2016 Goals/Plans:
- Evaluate automated refuse collection.
- Continue progress on the elimination of inflow and infiltration.
- Replace utilities and reconstruct streets identified in 2015 CIP.

Major Increases/Decreases in 2016 Budget Request:
- Assumed a shift of 100% of the cost for commercial dumpster pick-up to the end users.
- Assumed Recycling Special Charge in combination with State aid and City share of commodity sales revenue will generate enough revenue to pay for all recycling related expenses.
- Assumed street sweepings will be taken to the Winnebago County Landfill.

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	560,964	564,850	409,985	573,510	578,370	578,370	
0102	Full Time Hourly Wages	666,447	646,000	493,811	650,500	654,930	654,930	
0103	Temporary Wages	19,766	20,200	19,205	21,210	20,200	21,800	
0104	Overtime Wages	86,656	69,000	50,053	68,020	69,000	69,000	
0110	Health Insurance	357,472	370,040	279,260	370,120	375,240	375,240	
0111	Fringes	290,368	282,500	211,467	285,690	297,200	297,200	
0115	Schools/Seminars/Training	480	1,200	2,620	2,820	1,450	1,250	
0117	Clothing Allowance	11,925	12,500	11,654	12,500	12,500	12,500	
0118	License Renewal	371	400	160	240	650	650	
0123	Auto Allowance	0	100	0	0	100	100	
0124	Meal Allowance	1,324	2,180	852	1,600	2,180	2,180	
0127	DOT Emp Notification Prog	0	110	0	110	110	110	
0128	Empl Recognition Awards	162	770	700	730	260	260	
	PERSONAL SERVICES	**1,995,935**	**1,969,850**	**1,479,767**	**1,987,050**	**2,012,190**	**2,013,590**	**43,740**
CONTRACTUAL SERVICES								
0202	Outside Printing	573	760	222	430	700	700	
0203	Postage	694	1,520	557	1,280	1,020	1,020	
0204	Conferences & Meetings	0	730	417	700	700	700	
0206	Advertising & Publication	292	550	49	500	420	420	
0207	Dues & Memberships	20	300	65	950	150	150	
0212	Maint of Office Equipment	361	400	0	150	200	200	
0213	Maint of Motor Vehicles	26	3,450	10	2,350	2,350	2,350	
0214	Maintenance of Building	24,520	27,000	12,312	24,050	27,000	27,000	
0215	Maint of Radio Equipment	0	100	0	100	100	100	
0216	Maint of Operating Equip	7,049	9,200	7,617	11,200	9,200	9,200	
0217	Maint of Traffic Equip	14,207	9,000	9,065	13,000	10,000	10,000	
0218	Maintenance of Software	5,443	6,410	4,935	6,390	7,130	7,130	
0221	Telephone	3,255	2,070	3,229	3,660	3,230	3,230	
0222	Electricity	640,059	651,000	405,265	651,000	661,750	650,150	
0223	Natural Gas	27,722	26,580	11,588	20,500	25,520	25,520	
0224	Water & Sewer	15,518	15,330	18,488	21,620	16,950	16,950	
0226	Storm Water	7,928	9,320	6,962	9,320	9,320	9,320	
0227	Cellular Telephone	4,118	3,900	3,217	4,060	4,100	4,100	
0236	Outside Software Services	0	0	335	340	0	0	
0237	Outside Services	166,922	188,200	94,528	193,190	193,700	184,700	
0238	Pest Control	432	250	252	450	450	450	
0242	Professional Services	2,390	4,500	0	2,500	4,000	4,000	
0243	Permits	100	150	0	250	250	250	
0244	Tipping Fees	251,562	250,000	170,724	260,000	266,000	266,000	
0245	Commercial Dumpsters	86,338	90,000	45,830	80,000	80,000	60,000	
0249	License Fees	672	700	187	700	700	700	
0252	Large Dumpster Item Pulls	41,441	35,000	21,909	35,000	36,000	36,000	
0254	Rental	80	100	1,116	1,120	1,200	1,200	
0255	Rental of Equipment	0	7,000	0	4,500	7,000	6,000	
0293	Printer / Copies	4,822	4,900	1,959	4,000	4,280	4,280	
0294	IS Services / Internal	63,558	62,580	46,935	62,580	69,190	69,190	
0295	Maint of Motor Veh/Fleet	220,010	177,550	141,084	182,870	177,550	177,550	
0296	Oil and Fluids/Fleet	16,246	11,250	8,820	10,800	12,250	12,250	
0297	Maint of Radio Eq/Fleet	0	60	0	0	30	30	
0297	Maint of Oper Equip/Fleet	40,013	68,290	37,187	59,570	63,350	63,350	
	CONTRACTUAL SERVICES	**1,646,371**	**1,668,150**	**1,054,864**	**1,669,130**	**1,695,790**	**1,654,190**	**(13,960)**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0303	Office Supplies	907	990	509	890	890	890	
0305	Inhouse Printing	29	60	34	60	60	60	
0306	Computor Oper supplies	37	400	0	300	400	400	
0308	Chemicals	1,443	500	0	500	500	500	
0310	Cleaning/Janitor Supplies	1,891	2,020	1,926	2,020	2,020	2,020	
0314	Gasoline & Oil	133,993	128,550	58,656	102,600	110,450	110,450	
0316	Motor Vehicles Maint. Sup	3,034	750	532	970	670	670	
0317	Building Maint Supplies	918	3,200	716	1,500	2,000	2,000	
0318	Land Maintenance Supplies	48	0	0	0	0	0	
0319	Equipment Maint. Supplies	3,986	4,000	1,505	4,060	4,000	4,000	
0320	Traffic Maint. Supplies	20,229	18,000	12,419	17,000	19,000	19,000	
0324	Maps and Records	0	50	0	0	0	0	
0326	Safety Supplies	3,998	3,350	1,665	3,170	3,200	3,200	
0327	Small Tools	1,253	1,390	929	1,770	1,320	1,320	
0330	Traffic Paints	978	3,000	1,835	3,000	3,000	3,000	
0332	Sign Materials	7,909	20,995	22,558	22,560	17,000	17,000	
0333	Calcium Chloride	1,412	3,000	0	0	4,000	4,000	
0334	Sand Gravel Hot/Cold Mix	15,635	20,350	16,831	20,350	20,350	20,350	
0339	Tires & Tire Maintenance	146,067	135,000	99,835	125,250	125,250	125,250	
0343	All Other Supplies	11,672	11,850	10,737	13,780	12,350	12,350	
0344	Manhole/Catch Basin/Pipe	1,178	1,000	1,229	1,230	1,000	1,000	
0345	Tires & Tire Maintance	18,784	19,300	10,150	17,650	19,300	19,300	
0346	Small Program Packages	0	500	0	0	500	500	
0347	Small Equipment	1,074	2,000	0	1,250	1,750	1,750	
0348	Shop Supplies	0	200	0	200	200	200	
0349	Maint of Lift Station	3,203	5,000	2,404	5,000	5,000	5,000	
0349	Small Computer Hardware	100	200	533	600	350	350	
	SUPPLIES & MATERIALS	**379,778**	**385,655**	**245,003**	**345,710**	**354,560**	**354,560**	**(31,095)**
CAPITAL OUTLAY								
8115	Office Furniture & Equip.	102	350	0	350	350	350	
8116	Communication Equipment	225	1,500	0	1,500	1,500	1,500	
8117	Computer Software Outlay	0	500	0	500	500	500	
8118	Computer Hardware Outlay	278	500	0	500	500	500	
8119	Maintenance Equipment	3,113	3,500	1,016	3,500	3,500	3,500	
8120	All Other Equipment	1,350	1,500	351	1,500	1,500	1,500	
	CAPITAL OUTLAY	**5,068**	**7,850**	**1,367**	**7,850**	**7,850**	**7,850**	**0**
	TOTAL PUBLIC WORKS	**4,027,152**	**4,031,505**	**2,781,001**	**4,009,740**	**4,070,390**	**4,030,190**	**(1,315)**
							Percent Budget Change	**-0.03%**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

2016 ENGINEERING STAFF

1 Director Public Works
1 Civil Engineer III
1 Civil Engineer II
1 Civil Engineer I/Traffic Engineer
1 Engineering Technician I
1 Construction Inspector - Engineering Aide I
1 Office Manager

7 Total

2016 STREET DEPARTMENT STAFF

1 Public Works Superintendent
1 Public Works Assistant Superintendent
.75 Records/Data Entry Clerk
15 Crewmen
10 Sanitation Crewmen
.5 Building Attendants

28.25 Total

2016 FLEET STAFF

1 Fleet Maintenance Superintendent
4 Mechanics
.5 Shop Attendant

5.5 Total

2016 TRAFFIC STAFF

1 Traffic Maintenance Foreman

Three crewmen have been cross-trained in traffic maintenance and can be allocated to traffic work as the workload demands.

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Public Works	**Budget:** Public Works Operations
	Program: Public Works	**Submitted by:** Gerry Kaiser

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget				
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
FULL TIME							
Director of Public Works	Grade S3	1.00	Grade S3	1.00	87,850	87,850	88,260
Public Works Superintendent	Grade O4	1.00	Grade O4	1.00	74,810	74,810	75,770
P.W. Asst. Superintendent	Grade M4	1.00	Grade M4	1.00	64,090	64,090	65,150
Civil Engineer III	Grade M3	1.00	Grade M3	1.00	64,500	64,500	64,940
Civil Engineer II	Grade K3	1.00	Grade K3	1.00	56,090	56,090	56,600
Civil Engineer I	Grade J3	1.00	Grade J3	1.00	47,550	47,550	48,440
Engineering Technician I	Grade I3	1.00	Grade I3	1.00	56,600	56,600	56,740
Const. Insp./Engineer Aide I	Grade G3	1.00	Grade G3	1.00	50,080	50,080	50,200
Office Manager	Grade G3	1.00	Grade G3	1.00	47,600	47,600	47,720
Traffic Maintenance Foreman	Grade G4	1.00	Grade G4	1.00	55,410	55,410	55,550
Crewman	Grade F4	15.00	Grade F4	15.00	756,200	732,270	742,880
Sanitation Worker	Grade E4	10.00	Grade E4	10.00	369,640	350,400	360,240
Garage Attendant	Grade F4	0.50	Grade F4	0.50	22,670	22,670	22,720
(shared w/ Fleet Management)							
Subtotal		35.50		35.50	$1,753,090	$1,709,920	$1,735,210
PART-TIME							
Garage Secretary (1,560 Hours)	13.65/hr	0.75	13.65/hr	0.75	21,720	22,130	22,420
OTHER COMPENSATION							
Accrued Wages	-		-		6,580	6,580	6,670
Work in Other Class	-		-		31,000	20,000	21,000
Overtime / Operations	-		-		102,750	88,270	102,120
Overtime / Community Fest	-		-		1,200	1,370	1,400
TEMPORARY							
Operations	8.25-9.25/hr		8.25-9.25/hr		12,450	12,200	13,000
Administration	8.25-9.25/hr		8.25-9.25/hr		15,200	15,200	15,200
Public Weed Cutting	8.25-9.25/hr		8.25-9.25/hr		5,000	5,000	5,000
Fleet Management Employees	-		-		14,000	20,000	20,000
INFORMATION ONLY							
Recycling Wages	-		-		200,690	200,630	202,450
City-Wide Forestry Wages	-		-		80,550	85,550	82,070
Storm Water Management	-		-		321,200	269,130	301,100
Parking	-		-		28,500	26,000	25,500
TOTAL	XXX	36.25	XXX	36.25	$1,962,990	$1,900,670	$1,942,020

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

PAGE REFERENCE COMMENTS	ACCOUNT DETAIL	PUBLIC WORKS DEPARTMENT	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
145	153	Engineering	680,661	693,780	509,434	701,620	709,670	709,520	15,740
145	153	Capital Outlay-Engineering	278	1,200	0	1,200	1,200	1,200	0
146	154	Tullar Garage	436,893	435,960	313,936	437,380	449,390	449,390	13,430
146	155	Cecil Street Garage	17,720	17,920	10,227	16,310	18,210	18,210	13,430
147	155	Refuse Garbage Collection	674,316	667,350	441,612	650,200	661,550	661,550	(5,800)
148	156	Sanitary Sewers/Lift Station	287,018	310,750	214,344	321,260	315,450	310,450	(300)
149	156	T-V Sewer Insp. & Sealing	49,362	53,790	13,535	56,470	53,760	53,760	(30)
149	157	Repair of Streets	360,898	360,720	311,869	380,890	380,560	375,510	14,790
150	157	Snow & Ice Removal	596,857	538,450	325,189	473,870	517,120	517,120	(21,330)
151	158	Weed Cutting	43,454	50,450	35,347	43,450	45,530	47,130	(3,320)
151	158	Traffic Control	297,904	308,305	241,598	332,350	310,380	310,380	2,075
152	158	Street Lighting	571,586	582,390	358,028	581,390	594,920	583,320	930
152	159	Capital Outlay - P.W. Equip.	4,790	6,650	1,367	6,650	6,650	6,650	0
	159	DPW Services - Interdept.	5,415	3,790	4,515	6,700	6,000	6,000	2,210
		TOTAL PUBLIC WORKS	**4,027,152**	**4,031,505**	**2,781,001**	**4,009,740**	**4,070,390**	**4,050,190**	**18,685**
								Percent Budget Change	**0.46%**

	PUBLIC WORKS REVENUES:						
	Special Service Charges	10,200	11,100	10,100	11,520	13,100	13,100	
	Sanitation Service Charges	68,780	85,000	63,205	77,340	77,000	59,000	
	Street/Highway Serv. Charges	59,479	36,420	41,222	46,100	44,100	44,100	
	Rental Revenue	7,564	7,500	6,320	7,460	7,500	7,500	
	TOTAL REVENUES	**146,023**	**140,020**	**120,847**	**142,420**	**141,700**	**123,700**	**(16,320)**
							Percent Budget Change	**-11.66%**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Engineering
(010-3501-731)

Goals/Responsibilities:
The staff is responsible for a wide variety of activities including:

- Design, manage, and provide construction staking and inspection for City infrastructure including streets, sanitary and storm sewers, sidewalks and trails, and water main.
- Calculate, bill and track payment for special assessments and enterprise funds.
- Manage traffic, fleet, urban forest, sanitation and recycling activities.
- Review requests to excavate in street right-of-way.
- Provide technical support for maintenance of City buildings, parking lots and ramps.
- Provide technical support for other City departments
- Identify and pursue project funding sources.

2015 Accomplishments:

- Designed and managed the reconstruction of utilities and pavement in accordance with 2015 CIP.
- Updated sanitary sewer and storm sewer system information in the GIS.
- Continued inflow/infiltration work and identified areas of concern for 2016.
- Completed biennial road ratings.
- Started evaluation of sidewalk installation criteria.
- Started sanitary sewer rate evaluation.

2016 Goals/Plans:

- Continue inflow/infiltration reduction work.
- Design and manage utilities replacement, street reconstruction, and pedestrian routes as listed in the CIP.

Major Increases (Decreases) in 2016 Budget Request:
None.

Public Works - Administration
Capital Outlay
(010-3581-731)

Goals/Responsibilities:
Purchase small tools, equipment, and office furniture as needed to maintain an efficient work environment.

2015 Accomplishments:
Purchased equipment as per budget.

2016 Goals/Plans:
Purchase equipment as per budget.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Municipal Garage
(010-3701-732)

Goals/Responsibilities:
Manage and maintain the facility.

2015 Accomplishments:
- Continued to evaluate all areas of activity to insure the highest efficiency.
- Maintained buildings and grounds.

2016 Goals/Plans:
- Continue to explore ways to increase productivity.
- Maintain building and grounds.

Major Increases (Decreases) in 2016 Budget Request:
None.

Cecil Street Garage
(010-3702-732)

Goals/Responsibilities:
Manage and maintain facility.

2015 Accomplishments:
- Continued use as a cold storage facility for City and community groups.
- Continued rental contract with Kids Kart Club and Youth-Go.
- Evaluated security monitoring.
- Maintained buildings and grounds.

2016 Goals/Plans:
- Continue use as a cold storage facility for City and community groups.
- Continue rental contract with Kids Kart Club and Youth-Go.
- Review rental agreements with tenants.
- Maintain buildings and grounds.

Major Increases (Decreases) in 2016 Budget Request:
None.

Machinery Repair/Fleet Division
(039-3703-732)

Goals/Responsibilities:
Maintain, repair, evaluate and keep records on all City vehicles and pieces of equipment (60 Public Works vehicles, 30 other departmental vehicles, and approximately 100 pieces of smaller auxiliary equipment).

2015 Accomplishments:
- Continued to operate motor pool as a revenue generator.
- Maintained all equipment in accordance with manufacturer's recommendations.
- Repaired equipment and vehicles in a timely manner.
- Allocated maintenance costs to the appropriate cost center.

Machinery Repair/Fleet Division continued
(039-3703-732)

2016 Goals/Plans:
- Continue to operate motor pool as a revenue generator.
- Maintain all equipment in accordance with manufacturer's recommendations.
- Repair equipment and vehicles in a timely manner.
- Allocate maintenance costs to the appropriate cost center.

Major Increases (Decreases) in 2016 Budget Request:
None.

Refuse Garbage Collection
(010-4101-733)

Goals/Responsibilities:
Provide cost effective collection and disposal of refuse, garbage and recyclable materials.

2015 Accomplishments:
- Shifted 25% (total of 100%) of the commercial dumpster costs to end users.
- Updated Recycling Guide to include all recent changes.
- Staffed drop-off center full-time from May through October and part-time in April and November.
- Closed drop-off center in January and February.
- Continued to encourage "pair-up" to reduce refuse collection costs.

2016 Goals/Plans:
- Review commercial dumpster program to prepare for mid-2016 termination of dumpster lease agreement with Winnebago County.
- Continue to improve the efficiency of the drop-off site.

Major Increases (Decreases) in 2016 Budget Request:
- Assumed a continuation of a city-administered commercial dumpster program with 100% of the cost being charged to the end users.
- Assumed the following tipping fees:
    - General Municipal Refuse - $38 per ton.
    - Yard Waste - $22 per ton.
    - Wood (clean) - $22 per ton.
    - Single Stream Recycling - $5 per ton.
- Assumed combined tonnage will remain 7,000 tons/year for refuse, curbside large item and drop-off large item.

Storm Sewers
(049-3901-733)

Goals/Responsibilities:
To effectively transport storm water to the Lake, River or Slough, maintain approximately 75 miles of storm sewers, 2,591 manholes, 3,677 catch basins, culverts, ditches, 137 outfalls, and one storm water pump station (Skyview). Operate the Storm Water Utility in compliance with DNR 216 and NR 150-152 regulations. Maintain all City-owned storm water ponds and other "best management practices".

Storm Sewers continued
(049-3901-733)

Goals/Responsibilities continued:
Existing ponds include the following:

- Castle Oak #1 (Castle Oak Dr)
- Castle Oak #2 (CTH G)
- Commerce Court
- Copps
- Eagle Crest
- Liberty Heights #1 (Nation Ct)
- Liberty Heights #2 (Hedgeview Dr)
- Liberty Heights #3 (Plains Av)
- Nature Trails #1 (CTH G)
- Nature Trails #2 (L-shaped)
- Nature Trails #3 (Nature Trail Dr, E)
- Nature Trails #4 (Pondview Ct)
- Southfield
- Dixie Road
- Tullar Garage
- Westowne

2015 Accomplishments:
- Started developing implementation plan for the updated storm water management plan.
- Continued to repair deteriorating catch basins.
- Continued to implement best management practices (BMP) as required by DNR.
- Continued to sample and analyze 20% of major storm water outfalls as required by DNR.
- Dredged Nature Trails Pond #2, improved the south safety shelf and installed aquatic plants.
- Completed Skyview Dr dewatering manhole.

2016 Goals/Plans:
- Manage existing storm water ponds.
- Continue to repair deteriorating catch basins.
- Continue to implement best management practices (BMP) as required by DNR.
- Provide field inspection and enforcement of local storm water ordinance.
- Sample and analyze 20% of all major storm water outfalls.
- Explore potential detention pond sites.

Major Increases (Decreases) in 2016 Budget Request:
None.

Sanitary Sewers
(010-4103-733)

Goals/Responsibilities:
To transport sewerage to the wastewater treatment plant, maintain and clean approximately 120 miles of sanitary sewers and 2,590 manholes. Operate, maintain and repair 8 lift stations:
- Doty Lift Station (at South Park)
- Main Street Lift Station (at Slough)
- Breezewood Lift Station (at Bergstrom)
- Kittiver Lift Station
- Wheeler Lift Station (in Riverside Park)
- Lake Edge Lift Station (on Lynrose)
- Tullar Road Lift Station (near City Garage)
- Westbreeze Lift Station (near Meadowbreeze)

2015 Accomplishments:
- Replaced sanitary sewers in accordance with CIP.
- Continued to monitor inflow and infiltration.
- Continued sewer grouting and manhole repair.
- Started user fee review.

Sanitary Sewers continued
(010-4103-733)

2016 Goals/Plans:
- Continue progress on the elimination of inflow and infiltration.
- Finalize user fee review.
- Continue sewer grouting and manhole repair.
- Design and manage sanitary sewer projects in CIP.

Major Increases (Decreases) in 2016 Budget Request:
None.

TV Sewer Inspection & Sealing
(010-4104-733) (049-3902-733)

Goals/Responsibilities:
Televise sanitary and storm sewers to locate areas in need of repair. Seal leaks where problems are found.

2015 Accomplishments:
- Continued TV and seal program as required.
- Coordinated TV work with sewer construction, and completed work one year prior to street construction.

2016 Goals/Plans:
- Continue to coordinate televising lines, and sealing prior to street construction.

Major Increases (Decreases) in 2016 Budget Request:
None.

Slough Control
(049-3903-733)

Goals/Responsibilities:
Clear debris from the Neenah Slough and remove brush from the banks. (Costs are included in Storm Water Utility budget).

2015Accomplishments:
- Maintained Slough by removing debris and downed trees.

2016 Goals/Plans
- Maintain Slough as required.

Major Increases (Decreases) in 2016 Budget Request:
None.

Repair Streets & Alleys
(010-5101-734)

Goals/Responsibilities:
Maintain streets, alleys, and bridges by sealing joints, patching potholes, grading as necessary and filling settled trenches. Control dust on gravel streets and repair and maintain oil and chip streets.

2015 Accomplishments:
- Resurfaced and reconstructed streets listed in the CIP.
- Placed slag seal on Baytree Ln and Alpine Ln.
- Maintained streets by sealing joints, patching potholes, filling settled trenches, and grading gravel streets.
- Received biennial bridge inspection reports.

Repair Streets & Alleys continued
(010-5101-734)

2016 Goals/Plans:
- Continue crack sealing and other pavement maintenance practices.
- Expand use of slag seal pavement treatments.
- Continue installing 2-inch bituminous streets on gravel surface in subdivisions.
- Continue enforcing tire tracking of mud.
- Continue development of pavement maintenance plan and street project analysis process.

Major Increases (Decreases) in 2016 Budget Request:
None.

Street Cleaning and Flushing
(049-3904-733)

Goals/Responsibilities:
Keep alleys and 125 miles of streets free of dust and debris, including stone chips used for snow and ice control. Collect leaves raked to the terrace. (Cost included in Storm Water Utility.)

2015 Accomplishments:
- Continued enforcing tire tracking of mud.
- Swept streets on regular interval to provide a clean environment and reduce sediment deposition into Lake Winnebago and Fox River.
- Purchased vacuum street sweeper to improve quality of storm water runoff.
- Collected leaves in fall.
- Started depositing street sweepings at Winnebago County Landfill.

2016 Goals/Plans:
- Keep streets clear of refuse and debris.
- Continue sweeping major arterial streets on a weekly basis and side streets on an as needed basis.
- Evaluate parking ordinance changes to improve street sweeping coverage.
- Pick up leaves in the fall five times.
- Continue to clean catch basins on a regular basis.

Major Increases (Decreases) in 2016 Budget Request:
Increased cost to dispose street sweeping material to account for higher tipping fee.

Removal of Ice & Snow
(010-6102-735)

Goals/Responsibilities:
Plow streets, control ice, haul snow from central business areas, major streets, parking lots and ramps, and areas where removal is dictated by traffic conditions, to maintain good winter driving conditions.

2015 Accomplishments:
- Continued providing snow and ice control as dictated by weather conditions.
- Continued monitoring weather and "anti-iced" by "prewetting" and "presalting".
- Maintained streets, parking lots and trails in safe winter conditions.
- Continued purchasing salt through DOT contract.
- Worked closely with Police Department to respond to slippery intersections.
- Investigated complaints for unshoveled sidewalks.
    - 51 in 2014; 112 in 2013; 65 in 2012; 158 in 2011; 31 in 2010.

Removal of Ice & Snow continued
(010-6102-735)

2016 Goals/Plans:

- Continue to provide snow and ice control as dictated by weather conditions.
- Continue to monitor weather and "anti-ice" by "prewetting" and "presalting".
- Continue to respond to Police Department request at slippery intersections.
- Continue to track costs for work done on streets versus work done on municipal parking lots.

Major Increases (Decreases) in 2016 Budget Request:
None.

Weed Cutting
(010-6103-735)

Goals/Responsibilities:
Control noxious weeds. Mow areas of City responsibility. Mow, trim and bill private property where owners neglect property.

2015 Accomplishments:

- Investigated complaints of high grass and overhanging shrubs.
    - 254 in 2014; 234 in 2013; 218 in 2012; 214 in 2011; 133 in 2010

2016 Goals/Plans:

- Maintain current program of responding to complaints.
- Continue using Parks Department temporary employees for hand mowing and trimming.

Major Increases (Decreases) in 2016 Budget Request:
None.

Traffic Control
(010-7101-736)

Goal/Responsibility:
Maintain and repair 19 signalized intersections. Make, install and replace street signs as needed. Sign and maintain construction detour routes. Paint streets for traffic lanes, parking stalls, crosswalks and "No Parking" areas.

2015 Accomplishments:

- Maintained existing traffic signs and signals as required.
- Completed traffic signal upgrade at Commercial St/Nicolet Blvd and started traffic signal upgrade at Commercial St/Alcott Dr.
- Installed microwave vehicle detection to improve operational efficiency at Commercial St/Bell St.
- Continued installing larger, easier to read, white on green street signs at major intersections in accordance with new federal regulations.
- Maintained epoxy pavement marking in a joint contract with the City of Menasha.
- Provided temporary traffic control as necessary.
- Maintained traffic sign inventory.
- Developed traffic sign maintenance procedure.

2016 Goals/Plans:

- Maintain traffic signals, signs, and street painting.
- Continue having City crews paint crosswalks and small areas, and use contractors for large areas.
- Continue to work with the City of Menasha on joint pavement marking work.
- Sign and maintain projects in CIP.
- Maintain traffic sign inventory.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Street Lighting
(010-7104-736)

Goals/Responsibilities:
Maintain street lights owned by City.

2015 Accomplishments:
- Installed and replaced street lights as required.
- Replaced HPS street light fixtures with LED fixtures.

2016 Goals/Plans:
- Provide adequate street lighting.
- Continue to explore ways to reduce lighting cost.

Major Increases (Decreases) in 2016 Budget Request:
None.

Capital Outlay - Machinery
(010-7581-737)

Goals/Responsibilities:
Provide for equipment replacement on a planned and necessary basis.

2015 Accomplishments:
- Provided for timely and economical replacement of equipment.
- Extended the life of all equipment by employing better maintenance and more frequent cleaning in wash bay.

2016 Goals/Plans:
- Provide for timely and economical replacement of equipment.
- Continue to allocate machinery repairs to appropriate cost centers.
- Extend the life of all equipment through better maintenance and more frequent cleaning.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PUBLIC WORKS DEPARTMENT								
ENGINEERING (3501-731)								
0101	Salaries	400,910	406,130	294,763	411,860	414,490	414,490	
0103	Temporary Wages	13,660	15,200	13,255	15,200	15,200	15,200	
0104	Overtime Wages	62	0	58	60	0	0	
0110	Health Insurance	104,928	110,180	82,630	110,180	110,180	110,180	
0111	Fringes	87,347	88,770	64,909	90,110	93,390	93,390	
0115	Schools/Seminars/Training	480	600	1,481	1,490	1,000	850	
0118	License Renewal	286	0	0	0	250	250	
0123	Auto Allowance	0	100	0	0	100	100	
0128	Empl Recognition Awards	10	180	175	200	0	0	
0202	Outside Printing	102	250	222	230	250	250	
0203	Postage	694	1,500	557	1,260	1,000	1,000	
0204	Conferences & Meetings	0	500	417	500	500	500	
0206	Advertising & Publication	0	50	0	200	20	20	
0207	Dues & Memberships	0	100	45	930	100	100	
0212	Maint of Office Equipment	361	100	0	50	100	100	
0213	Maint of Motor Vehicles	26	100	10	50	50	50	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	65	150	0	150	150	150	
0218	Maint of Software	4,978	5,590	4,668	5,590	5,340	5,340	
0221	Telephone	1	0	0	0	0	0	
0227	Cellular Telephone	2,344	2,300	2,173	2,300	2,500	2,500	
0235	Outside Software Services	0	0	335	340	0	0	
0236	Outside Services	0	200	0	200	200	200	
0238	Professional Services	250	1,500	0	500	1,000	1,000	
0251	Rental	0	0	1,116	1,120	1,200	1,200	
0254	Printer / Copies	2,642	2,720	1,268	2,500	2,520	2,520	
0255	IS Services / Internal	45,415	46,210	34,657	46,210	48,990	48,990	
0293	Maint of Motor Veh/Fleet	6,309	2,500	1,574	2,500	2,500	2,500	
0294	Oil and Fluids/Fleet	243	150	116	150	150	150	
0301	Office Supplies	422	350	198	350	350	350	
0302	Inhouse Printing	25	50	34	50	50	50	
0303	Computer Oper Supplies	0	200	0	100	200	200	
0310	Gasoline & Oil	4,178	4,250	2,374	4,100	4,250	4,250	
0313	Motor Vehicles Maint. Sup	26	50	0	20	20	20	
0318	Maps and Records	0	50	0	0	0	0	
0319	Safety Supplies	607	450	320	450	450	450	
0320	Small Tools	6	50	0	20	20	20	
0333	All Other Supplies	4,184	2,500	2,025	2,500	2,500	2,500	
0343	Small Program Packages	0	500	0	0	500	500	
0347	Small Computer Hardware	100	200	52	100	100	100	
	ENGINEERING	**680,661**	**693,780**	**509,432**	**701,620**	**709,670**	**709,520**	**15,740**
CAPITAL OUTLAY - ENGINEERING (3581-731)								
8108	Office Furniture & Equip	0	100	0	100	100	100	
8114	Computer Software Outlay	0	500	0	500	500	500	
8115	Computer Hardware Outlay	278	500	0	500	500	500	
8133	All Other Equipment	0	100	0	100	100	100	
	CAP. OUTLAY - ENGINEERING	**278**	**1,200**	**0**	**1,200**	**1,200**	**1,200**	**0**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
MUNICIPAL GARAGE (3701-732)								
0101	Salaries	159,080	158,720	115,134	161,560	163,880	163,880	
0102	Full Time Hourly Wages	40,638	41,000	34,009	43,000	42,000	42,000	
0104	Overtime Wages	0	100	0	0	100	100	
0110	Health Insurance	54,594	58,830	43,910	59,330	61,140	61,140	
0111	Fringes	44,156	43,850	32,729	44,880	47,030	47,030	
0115	Schools/Seminars/Training	0	150	0	150	0	0	
0117	Clothing Allowance	11,925	12,500	11,654	12,500	12,500	12,500	
0118	License Renewal	85	400	160	240	400	400	
0127	DOT Emp Notification Prog	0	30	0	30	30	30	
0128	Empl Recognitin Awards	152	590	525	530	260	260	
0202	Outside Printing	266	310	0	0	250	250	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	230	0	200	200	200	
0207	Dues & Memberships	20	200	20	20	50	50	
0212	Maint of Office Equipment	0	300	0	100	100	100	
0213	Maint of Motor Vehicles	0	100	0	50	50	50	
0214	Maint of Buildings	24,520	25,000	11,164	22,000	25,000	25,000	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	6,984	5,000	7,617	8,000	6,000	6,000	
0218	Maintenance of Software	465	820	266	800	440	440	
0221	Telephone	1,852	800	959	1,370	1,400	1,400	
0222	Electricity	22,688	24,300	17,361	24,300	23,000	23,000	
0223	Natural Gas	21,657	21,000	9,244	16,000	20,000	20,000	
0224	Water & Sewer	1,770	1,780	2,112	2,500	2,600	2,600	
0226	Storm Water	4,064	5,420	4,064	5,420	5,420	5,420	
0227	Cellular Telephone	1,611	1,400	951	1,600	1,400	1,400	
0236	Outside Services	7,950	3,500	1,870	3,500	3,500	3,500	
0237	Pest Control	432	250	252	450	450	450	
0242	Permits	0	150	0	150	150	150	
0245	License Fees	485	500	0	500	500	500	
0254	Printer / Copies	2,180	2,180	691	1,500	1,760	1,760	
0255	IS Services / Internal	18,143	16,370	12,277	16,370	20,200	20,200	
0293	Maint of Motor Veh/Fleet	418	300	0	300	300	300	
0294	Oil and Fluids/Fleet	98	50	22	50	50	50	
0296	Maint of Oper Eq/Fleet	4,033	2,000	2,790	3,000	2,000	2,000	
0301	Office Supplies	456	600	299	500	500	500	
0302	Inhouse Printing	4	10	0	10	10	10	
0303	Computor Oper supplies	37	200	0	200	200	200	
0306	Cleaning/Janitor Supplies	1,886	2,000	1,926	2,000	2,000	2,000	
0310	Gasoline & Oil	1,192	0	143	200	0	0	
0314	Building Maint Supplies	806	3,000	716	1,500	2,000	2,000	
0315	Land Maintenance Supplies	48	0	0	0	0	0	
0316	Equipment Maint. Supplies	772	500	192	500	500	500	
0319	Safety Supplies	157	500	196	300	500	500	
0320	Small Tools	24	50	0	50	50	50	
0332	Salt & Stone Chips	425	0	0	250	250	250	
0333	All Other Supplies	820	500	201	500	500	500	
0344	Small Equipment	0	200	0	200	200	200	
0345	Shop Supplies	0	200	0	200	200	200	
0347	Small Computer Hardware	0	0	481	500	250	250	
	MUNICIPAL GARAGE	**436,893**	**435,960**	**313,935**	**437,380**	**449,390**	**449,390**	**13,430**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CECIL STREET GARAGE (3702-732)								
0102	Full Time Hourly Wages	2,797	1,000	752	1,000	1,500	1,500	
0110	Health Insurance	783	290	218	290	450	450	
0111	Fringes	615	220	165	220	340	340	
0214	Maint of Buildings	0	2,000	1,100	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0222	Electricity	1,385	2,200	1,230	1,700	1,750	1,750	
0223	Natural Gas	5,462	5,000	2,028	4,000	5,000	5,000	
0224	Water & Sewer	2,542	2,650	1,664	2,650	2,650	2,650	
0226	Storm Water	3,864	3,900	2,898	3,900	3,900	3,900	
0236	Outside Services	155	200	43	200	200	200	
0306	Cleaning/Janitor Supplies	5	20	0	20	20	20	
0314	Building Maint Supplies	112	200	0	0	0	0	
0320	Small Tools	0	40	0	0	0	0	
0333	All Other Supplies	0	0	129	130	200	200	
	CECIL STREET GARAGE	**17,720**	**17,920**	**10,227**	**16,310**	**18,210**	**18,210**	**290**
REFUSE GARBAGE COLLECTION (4101-733)								
0102	Full Time Hourly Wages	118,242	116,000	78,907	109,000	112,000	112,000	
0104	Overtime Wages	57	100	0	100	100	100	
0110	Health Insurance	32,288	34,180	23,230	32,080	33,280	33,280	
0111	Fringes	26,159	25,480	17,317	23,890	25,590	25,590	
0115	Schools/Seminars/Training	0	150	273	280	150	150	
0127	DOT Emp Notification Prog	0	80	0	80	80	80	
0202	Outside Printing	205	150	0	150	150	150	
0206	Advertising & Publication	292	500	49	300	400	400	
0213	Maint of Motor Vehicles	0	100	0	100	100	100	
0214	Maintenance of Building	0	0	48	50	0	0	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0224	Water & Sewer	1,730	2,400	2,112	2,800	2,500	2,500	
0236	Outside Services	2,881	1,300	515	1,300	1,300	1,300	
0243	Tipping Fees	251,562	250,000	170,724	260,000	266,000	266,000	
0244	Commercial Dumpsters	86,338	90,000	45,830	80,000	80,000	60,000	
0245	License Fees	187	200	187	200	200	200	
0249	Large Dumpster Item Pulls	41,441	35,000	21,909	35,000	36,000	36,000	
0293	Maint of Motor Veh/Fleet	52,522	45,000	46,316	46,320	45,000	45,000	
0294	Oil and Fluids/Fleet	5,016	3,000	3,569	4,000	4,000	4,000	
0296	Maint of Oper Eq/Fleet	85	240	382	400	300	300	
0310	Gasoline & Oil	40,353	50,000	21,003	40,000	41,000	41,000	
0313	Motor Vehicles Maint. Sup	493	300	532	600	300	300	
0319	Safety Supplies	96	600	201	500	500	500	
0320	Small Tools	110	120	541	600	150	150	
0333	All Other Supplies	26	250	61	250	250	250	
0339	Tires & Tire Maintance	14,233	12,000	7,906	12,000	12,000	12,000	
	REFUSE GARBAGE COLLECTION	**674,316**	**667,350**	**441,612**	**650,200**	**661,550**	**641,550**	**(25,800)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SANITARY SEWERS/LIFT STATION (4103-733)								
0102	Full Time Hourly Wages	107,279	106,000	91,751	120,000	110,000	110,000	
0104	Overtime Wages	3,031	2,500	940	2,500	2,500	2,500	
0110	Health Insurance	30,309	31,940	27,286	36,070	33,400	33,400	
0111	Fringes	24,393	23,810	20,341	26,830	25,680	25,680	
0115	Schools/Seminars/Training	0	0	261	270	0	0	
0124	Meal Allowance	37	100	0	50	100	100	
0216	Maint of Operating Equip	0	300	0	300	300	300	
0221	Telephone	1,379	1,240	2,251	2,260	1,800	1,800	
0222	Electricity	36,405	42,000	21,909	40,000	41,000	41,000	
0223	Natural Gas	603	580	316	500	520	520	
0224	Water & Sewer	3,910	3,500	3,132	4,200	4,200	4,200	
0236	Outside Services	30,808	40,000	16,237	35,000	40,000	36,000	
0238	Professional Services	2,140	2,000	0	2,000	2,000	2,000	
0242	Permits	100	0	0	100	100	100	
0251	Rental	80	100	0	0	0	0	
0252	Rental of Equipment	0	5,000	0	2,500	5,000	4,000	
0293	Maint of Motor Veh/Fleet	16,194	18,000	12,945	18,000	18,000	18,000	
0294	Oil and Fluids/Fleet	733	600	662	700	600	600	
0295	Maint of Radio Eq/Fleet	0	30	0	0	0	0	
0296	Maint of Oper Eq/Fleet	2,303	4,000	1,853	4,000	4,000	4,000	
0305	Chemicals	1,443	500	0	500	500	500	
0310	Gasoline & Oil	16,290	16,000	8,427	13,000	13,500	13,500	
0313	Motor Vehicles Maint. Sup	77	150	0	100	100	100	
0316	Equipment Maint. Supplies	1,844	1,000	153	1,000	1,000	1,000	
0319	Safety Supplies	1,453	1,000	714	1,000	1,000	1,000	
0320	Small Tools	87	300	44	300	300	300	
0331	Sand Gravel Hot/Cold Mix	0	350	0	350	350	350	
0333	All Other Supplies	327	1,000	1,453	1,500	1,000	1,000	
0335	Manhole/Catch Basin/Pipe	1,178	1,000	1,229	1,230	1,000	1,000	
0339	Tires & Tire Maintance	338	1,000	36	1,000	1,000	1,000	
0344	Small Equipment	1,074	1,750	0	1,000	1,500	1,500	
0346	Maint of Lift Station	3,203	5,000	2,404	5,000	5,000	5,000	
	SAN. SEWERS/LIFT STATION	**287,018**	**310,750**	**214,344**	**321,260**	**315,450**	**310,450**	**(300)**
SANITARY T-V SEWER INSP. & SEALING (4104-733)								
0102	Full Time Hourly Wages	0	500	0	0	500	500	
0110	Health Insurance	0	150	0	0	150	150	
0111	Fringes	0	110	0	0	110	110	
0224	Water & Sewer	5,566	5,000	9,467	9,470	5,000	5,000	
0236	Outside Services	43,796	45,000	4,067	45,000	45,000	45,000	
0238	Professional Services	0	1,000	0	0	1,000	1,000	
0252	Rental of Equipment	0	2,000	0	2,000	2,000	2,000	
0320	Small Tools	0	30	0	0	0	0	
	T-V SEWER INSP. & SEALING	**49,362**	**53,790**	**13,534**	**56,470**	**53,760**	**53,760**	**(30)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
REPAIR OF STREETS (5101-734)								
0102	Full Time Hourly Wages	171,088	150,000	140,987	164,000	160,000	160,000	
0104	Overtime Wages	251	300	0	240	300	300	
0110	Health Insurance	46,765	44,250	41,508	48,300	47,590	47,590	
0111	Fringes	37,895	32,990	30,946	35,970	36,590	36,590	
0115	Schools/Seminars/Training	0	100	286	300	100	50	
0124	Meal Allowance	4	0	0	0	0	0	
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0236	Outside Services	28,272	46,500	34,932	46,500	50,000	45,000	
0293	Maint of Motor Veh/Fleet	32,905	35,000	19,650	35,000	35,000	35,000	
0294	Oil and Fluids/Fleet	5,817	2,000	1,972	1,980	2,000	2,000	
0295	Maint of Radio Eq/Fleet	0	30	0	0	30	30	
0296	Maint of Oper Eq/Fleet	7,755	12,000	11,800	12,000	12,000	12,000	
0310	Gasoline & Oil	9,908	12,000	8,284	10,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	550	50	0	50	50	50	
0316	Equipment Maint. Supplies	36	100	0	100	100	100	
0319	Safety Supplies	294	500	22	400	400	400	
0320	Small Tools	0	100	0	100	100	100	
0331	Sand Gravel Hot/Cold Mix	15,635	20,000	16,831	20,000	20,000	20,000	
0333	All Other Supplies	3,723	3,500	4,649	4,650	4,000	4,000	
0339	Tires & Tire Maintance	0	1,000	0	1,000	1,000	1,000	
	REPAIR OF STREETS	**360,898**	**360,720**	**311,867**	**380,890**	**380,560**	**375,510**	**14,790**
SNOW & ICE REMOVAL (6102-735)								
0102	Full Time Hourly Wages	94,910	92,000	41,256	70,000	90,000	90,000	
0104	Overtime Wages	76,523	60,000	45,142	60,000	60,000	60,000	
0110	Health Insurance	47,832	44,740	25,431	38,220	44,530	44,530	
0111	Fringes	38,023	33,360	18,962	28,470	34,240	34,240	
0115	Schools/Seminars/Training	0	0	261	270	0	0	
0124	Meal Allowance	1,239	2,000	844	1,500	2,000	2,000	
0213	Maint of Motor Vehicles	0	3,000	0	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0236	Outside Services	6,644	3,500	2,113	3,500	3,500	3,500	
0293	Maint of Motor Veh/Fleet	99,717	70,000	58,344	75,000	70,000	70,000	
0294	Oil and Fluids/Fleet	4,191	5,000	2,185	3,500	5,000	5,000	
0296	Maint of Oper Eq/Fleet	17,299	40,000	11,964	30,000	35,000	35,000	
0310	Gasoline & Oil	55,361	40,000	14,908	30,000	35,000	35,000	
0313	Motor Vehicles Maint. Sup	1,888	200	0	200	200	200	
0316	Equipment Maint Supplies	190	100	1,160	1,160	100	100	
0319	Safety Supplies	1,321	200	0	200	200	200	
0320	Small Tools	183	100	0	100	100	100	
0330	Calcium Chloride	1,412	3,000	0	0	4,000	4,000	
0332	Salt & Stone Chips	145,642	135,000	99,835	125,000	125,000	125,000	
0333	All Other Supplies	269	1,000	575	1,000	1,000	1,000	
0339	Tires & Tire Maintance	4,213	5,000	2,209	3,500	5,000	5,000	
0344	Small Equipment	0	50	0	50	50	50	
	SNOW & ICE REMOVAL	**596,857**	**538,450**	**325,189**	**473,870**	**517,120**	**517,120**	**(21,330)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
WEED CUTTING (6103-735)								
0102	Full Time Hourly Wages	11,388	16,000	9,587	12,000	14,000	14,000	
0103	Temporary Wages	6,106	5,000	5,882	5,890	5,000	6,600	
0110	Health Insurance	4,849	7,360	5,422	5,430	5,640	5,640	
0111	Fringes	3,870	5,490	4,044	4,440	4,340	4,340	
0293	Maint of Motor Veh/Fleet	5,033	2,500	275	2,000	2,500	2,500	
0294	Oil and Fluids/Fleet	30	300	118	220	300	300	
0296	Maint of Oper Eq/Fleet	8,419	10,000	8,234	10,000	10,000	10,000	
0310	Gasoline & Oil	2,422	2,100	1,438	2,100	2,200	2,200	
0319	Safety Supplies	0	0	211	220	50	50	
0333	All Other Supplies	1,337	1,400	136	1,000	1,200	1,200	
0339	Tires & Tire Maintance	0	300	0	150	300	300	
	WEED CUTTING	**43,454**	**50,450**	**35,347**	**43,450**	**45,530**	**47,130**	**(3,320)**
TRAFFIC CONTROL (7101-736)								
0102	Full Time Hourly Wages	116,117	118,000	92,636	125,000	118,000	118,000	
0104	Overtime Wages	6,732	6,000	3,797	5,000	6,000	6,000	
0110	Health Insurance	33,760	36,500	28,386	38,220	36,820	36,820	
0111	Fringes	27,173	27,210	21,161	28,470	28,310	28,310	
0115	Schools/Seminars/Training	0	200	58	60	200	200	
0124	Meal Allowance	44	80	8	50	80	80	
0202	Outside Printing	0	50	0	50	50	50	
0217	Maint of Traffic Equip	14,207	9,000	9,065	13,000	10,000	10,000	
0218	Maintenance of Software	0	0	0	0	1,350	1,350	
0221	Telephone	23	30	19	30	30	30	
0222	Electricity	15,155	16,000	9,005	15,000	16,000	16,000	
0227	Cellular Telephone	163	200	92	160	200	200	
0236	Outside Services	42,185	43,000	34,562	55,490	45,000	45,000	
0293	Maint of Motor Veh/Fleet	6,912	4,000	1,980	3,500	4,000	4,000	
0294	Oil and Fluids/Fleet	118	150	176	200	150	150	
0296	Maint of Oper Equip/Fleet	119	50	164	170	50	50	
0301	Office Supplies	29	40	12	40	40	40	
0310	Gasoline & Oil	4,289	4,200	2,078	3,200	3,500	3,500	
0316	Equipment Maint. Supplies	65	300	0	300	300	300	
0317	Traffic Maint. Supplies	20,229	18,000	12,419	17,000	19,000	19,000	
0319	Safety Supplies	70	100	0	100	100	100	
0320	Small Tools	843	500	344	500	500	500	
0324	Traffic Paints	978	3,000	1,835	3,000	3,000	3,000	
0327	Sign Materials	7,909	20,995	22,558	22,560	17,000	17,000	
0333	All Other Supplies	784	700	1,244	1,250	700	700	
	TRAFFIC CONTROL	**297,904**	**308,305**	**241,599**	**332,350**	**310,380**	**310,380**	**2,075**
STREET LIGHTING (7104-736)								
0102	Full Time Hourly Wages	1,099	3,000	1,199	3,000	3,000	3,000	
0110	Health Insurance	305	880	352	880	890	890	
0111	Fringes	244	660	264	660	680	680	
0216	Maint of Operating Equip	0	3,000	0	2,000	2,000	2,000	
0222	Electricity	564,426	566,500	355,761	570,000	580,000	568,400	
0236	Outside Services	4,231	5,000	190	2,500	5,000	5,000	
0293	Maint of Motor Veh/Fleet	0	250	0	250	250	250	
0316	Equipment Maint. Supplies	1,079	2,000	0	1,000	2,000	2,000	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	202	1,000	263	1,000	1,000	1,000	
	STREET LIGHTING	**571,586**	**582,390**	**358,029**	**581,390**	**594,920**	**583,320**	**930**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY - P.W. EQUIP. (7581-737)								
8108	Office Furniture & Equip.	102	250	0	250	250	250	
8113	Communication Equipment	225	1,500	0	1,500	1,500	1,500	
8116	Maintenance Equipment	3,113	3,500	1,016	3,500	3,500	3,500	
8133	All Other Equipment	1,350	1,400	351	1,400	1,400	1,400	
	CAP. OUTLAY - P.W. EQUIP.	**4,790**	**6,650**	**1,367**	**6,650**	**6,650**	**6,650**	**0**
DPW SERVICES - INTERDEPARTMENTAL (7901-739 thru 7999-739)								
0101	Salaries	974	0	87	90	0	0	
0102	Full Time Hourly Wages	2889	2500	2726	3500	3930	3930	
0103	Temporary Wages	0	0	68	120	0	0	
0104	Overtime Wages	0	0	117	120	0	0	
0110	Health Insurance	1059	740	887	1120	1170	1170	
0111	Fringes	493	550	629	1750	900	900	
	DPW SERVICES - INTERDEPT.	**5,415**	**3,790**	**4,514**	**6,700**	**6,000**	**6,000**	**2,210**
PUBLIC WORKS DEPARTMENT		**4,027,152**	**4,031,505**	**2,780,996**	**4,009,740**	**4,070,390**	**4,030,190**	**(1,315)**
							Percent Budget Change	**-0.03%**

DEPARTMENT OF COMMUNITY DEVELOPMENT

Department Head

Chris Haese

Major Activities

The Department provides a comprehensive level of property services and development programs. Activities include planning services; zoning code administration; building, plumbing, electrical and heating permits/inspections; Assessor services, economic development programs; neighborhood and project-level planning; small business and home improvement loans; low-cost public transit management; grants administration; and, effective July 2012, weights and measures.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$1,263,578	$1,407,220	$1,417,680	0.74%	$1,409,800	0.18%
No. of Employees (FTE)	10.4	10.4	10.4	0.00%	10.4	0.00%

Summary of Executive Recommendations on Variable Cost Options

OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	$2,556	$4,500	$6,000	$6,000	Request justified.
Schools/Training/Conferences/Meetings	422	500	500	450	Reduce by 10%.
Outside Services	545	0	7,500	0	Move to Redevelopment Fund.
Small Program Packages	0	2,000	1,000	1,000	Per department request.
Small Equipment	40	200	550	550	Necessary expense.
Small Computer Hardware	585	200	200	200	Necessary expense.
INSPECTIONS					
Temporary Wages	5,617	5,500	6,000	6,000	To meet staffing needs.
Schools/Training/Conferences/Meetings	1,120	1,500	1,200	1,080	Reduce by 10%.
WEIGHTS AND MEASURES					
Schools/Training/Conferences/Meetings	267	500	550	500	Reduce by 10%.
Outside Services	113	350	350	350	Maintain 2015 level.
Professional Services	0	50	50	50	Maintain 2015 level.
Small Equipment	797	250	250	250	Maintain 2015 level.
Small Computer Hardware	0	50	50	50	Maintain 2015 level.
ASSESSOR					
Temporary Wages	0	600	800	800	To meet staffing needs.
Schools/Training/Conferences/Meetings	270	1,200	1,400	1,260	Reduce by 10%.
Outside Services - Statutory Assessor	46,177	33,000	33,500	33,500	Department fully staffed.

(over)

DEPARTMENT OF COMMUNITY DEVELOPMENT (con't)

LANDMARK OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	0	200	100	90	Reduce by 10%.
Outside Services	1,359	600	600	600	Maintain 2015 level.
SUSTAINABLE NEENAH					
Schools/Training/Conferences/Meetings	0	0	0	0	No needs identified.
COMMUNITY DEVELOPMENT AUTHORITY					
Schools/Training/Conferences/Meetings	0	90	100	90	Reduce by 10%.
Outside Services	0	100	100	100	Maintain 2015 level.
Facility Maintenance - Gateway Plaza	13,368	5,000	5,000	5,000	Maintain 2015 level.
DIAL-A-RIDE					
City Subsidy to Valley Transit	12,000	12,000	12,000	12,000	Continue same support level.
MASS TRANSIT					
City Subsidy to Valley Transit	44,860	79,340	82,050	82,050	Includes Connector service.
YMCA SENIOR FRIENDS PROGRAM					
City Subsidy to YMCA	13,670	13,950	14,230	14,230	Slight increase justified.
Total Executive Reductions Recommended					**$7,880**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Community Development
Program: Community Development and Human Services	**Submitted by:** Chris Haese

Goals/Responsibilities:
Provide planning and zoning services, building permits and inspections, City Sealer duties, City Assessor duties, and community development programs.

Activities:
City planning; zoning and housing code administration; building, plumbing, electrical and heating permits/inspections; establish uniform values for all land improvements and personal property in the City; economic development programs; Tax Incremental Finance District oversight; project development planning; business development loans; home improvement loans; grants administration (CDBG, Dial-A-Ride, Mass Transit). Staff serves Mayor, Common Council, Plan Commission, Community Development Authority, Board of Appeals, Board of Review, Loan Assistance Board, Committee on Aging, Landmarks Commission, Parking Task Force, BID Board, Sustainable Neenah Committee and special project committees.

2015 Accomplishments:

Planning
As of August 2015 completed 36 planning/zoning reviews, including plats, certified survey maps, rezoning/special use/variance applications, site plans, drainage plans, annexation petitions, comprehensive plan amendments, and home occupation applications. Leadership of major project plans throughout City, including coordination of a Downtown Parking study, initial work on the Comprehensive Plan Rewrite work plan, and several possible redevelopment opportunities, Reviewed Planned Development District projects. Continued integration of GIS software into daily office functions to improve efficiency.

Inspections
As of August 2015, completed over 4,000 inspections in response to permits issued, complaints received, well abandonment, RPZ testing, housing rehab, sewer exemption programs and erosion control. Continued private property enhancement efforts utilizing part-time code enforcement officers.

Weights and Measures
The City Sealer successfully visited over 95% of all City establishments to insure required accuracy with scales, scanners, packaged goods and petroleum tanks. A feasibility study to evaluate customer credit card payment options was initiated. The Weights and Measure's web page received updates and additions.

City Assessor
Completed systematic field reviews, permit updates, sales visits and analysis, and over 500 annual property inspections. Completed Open Book and Board of Review hearings. Selected a new CAMA software and began data conversion and training on new software.

Economic Development
Managed Community Development Authority projects. Provided direction to the growth and development of the City's six Tax Increment Districts. Tax Increment Districts #5, #6 and #8 were declared distressed and Tax Increment District #7 was declared a donor district. Tax Increment Districts #9 and #10 were created. Continued marketing efforts for the Southpark Industrial Center expansion area. Coordinated downtown parking management program. Management and programming for Neenah Central City Business Improvement District. Maintained working partnerships with neighborhood and community groups. Managed small business loan program. Worked cooperatively with Fox Cities Convention and Visitors Bureau and the Fox Cities Regional Partnership on regional economic development efforts. Attended business retention visits with key businesses. Provided site location and planning assistance to businesses Citywide.

Housing and Community Services
Prepared 2015 CDBG application and Consolidated Plan. Prepared grant applications for Dial-A-Ride program. Coordinated housing rehabilitation and homebuyers programs. Managed CDBG, Dial-A-Ride and Y-Senior programs.

Participated in local and area-wide efforts to improve housing opportunities for all citizens. Assisted Sustainable Neenah with their community awareness efforts and coordinated Neenah's first Sustainability Plan.

2016 Goals/Plans:

Planning
Continue process to rewrite the Comprehensive Plan through an intensive public participation process.
Project reviews of commercial, industrial and residential developments.
Review land development regulations and make changes where needed with the assistance of the Plan Commission.
Continue implementation of natural resource regulations (wetlands, floodplains, shorelands, storm water management).
Expand use of computer/GIS systems and land records modernization.
Continue effective internship program to the benefit of the City and upcoming planning professionals.
Review planning process and identify ways to make them more efficient.

Inspections
Ongoing inspections/enforcement duties.
Continue effective code enforcement program in cooperation with the Police Department.
Continue staff cross-training efforts.

City Assessor
Continue transition to new assessment software to improve accuracy and assessability of data for staff, residents and real estate professionals.
Execute all permit, property sale and annual share of citywide physical inspections.
Continue quality control initiatives in order to assure accuracy of data.
Continue to evaluate enhanced technology solutions to department challenges.
Prioritize/modify office and field procedures to accelerate frequency of citywide revaluations.
Reevaluate personal property accounts to insure accuracy and completeness.
Manage work of Statutory Assessor.
Conduct Open Book and Board of Review hearings.

City Sealer
Administer and enforce the Weights and Measures laws and standards of Wisconsin.
Annually inspect businesses providing a commodity for sale by weight or measure.
Maintain an inspection rate of at least 95%.
Establish procedure for inspecting jeweler scales with newly acquired equipment.

Economic Development
Manage Downtown Gateway redevelopment projects.
Manage expansion of Southpark Industrial Center.
Manage Neenah Riverwalk Zone and Downtown economic development initiatives.
Manage development projects within all six Tax Increment Districts.
Coordinate downtown parking programs.
Manage small business loan program.
Manage community-wide economic development marketing program.
Continue timely updates of City website with relevant economic development information and data.
Continue to actively participate in regional economic development efforts with the Fox Cities Economic Development Partnership, Fox Cities Regional Partnership and the New North.
Continue business retention efforts with a goal to visit at least 10 businesses.

Housing and Community Services
Coordinate housing rehabilitation and homebuyers program.
Continue the development of new housing initiatives.
Monitor public transit service and funding options.
Evaluate Small Business Loan program to encourage the formation of new business within the City.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Community Development
Program: Community Development and Human Services	**Submitted by:** Chris Haese

Prepare grant applications and manage projects for CDBG, Dial-A-Ride, and other appropriate programs. Pursue implementation of Neenah's Sustainability Plan.

Major Increases (Decreases) in 2016 Budget Request:

Community Development Temporary Wages: $1,500 increase over 2015 request to leverage 600 additional hours of intern assistance from external funding sources.

Community Development Outside Services: $7,500 increase to provide visioning, mapping, and other services relative to revision of Neenah's Comprehensive Plan.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
COMMUNITY DEVELOPMENT								
COMM. DEVELOPMENT ADMIN. (9301-801)								
0101	Salaries	262,008	240,750	180,525	242,350	235,620	235,620	
0103	Temporary Wages	2,556	4,500	4,321	4,500	6,000	6,000	
0110	Health Insurance	58,464	61,380	46,036	59,810	56,660	56,660	
0111	Fringes	48,993	44,200	33,314	44,430	43,630	43,630	
0115	Schools/Seminars/Training	187	200	287	300	200	200	
0123	Auto Allowance	0	50	0	0	50	50	
0128	Empl Recognition Awards	10	100	200	200	100	100	
	Personal Services	**372,218**	**351,180**	**264,683**	**351,590**	**342,260**	**342,260**	**(8,920)**
0202	Outside Printing	380	200	0	0	200	200	
0203	Postage	1,122	1,260	931	1,260	1,260	1,260	
0204	Conferences & Meetings	235	300	70	300	300	250	
0206	Advertising & Publication	66	200	1	200	200	200	
0207	Dues & Memberships	590	600	930	950	950	950	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	2,490	3,060	2,084	3,060	430	430	
0221	Telephone	3	10	0	0	0	0	
0227	Cellular Telephone	760	1,000	720	1,000	1,000	1,000	
0236	Outside Services	545	0	0	0	7,500	0	
0254	Printer / Copies	2,315	2,100	1,751	2,100	3,040	3,040	
0255	IS Services / Internal	43,078	52,420	39,315	52,420	52,640	52,640	
	Contractual Services	**51,584**	**61,200**	**45,802**	**61,340**	**67,570**	**60,020**	**(1,180)**
0301	Office Supplies	508	550	450	550	570	570	
0302	Inhouse Printing	0	50	4	50	30	30	
0303	Computer Oper Supplies	19	200	0	200	200	200	
0308	Books and Periodicals	41	130	0	100	100	100	
0333	All Other Supplies	27	50	0	50	50	50	
0343	Small Program Packages	0	2,000	0	2,000	1,000	1,000	
0344	Small Equipment	40	200	400	400	550	550	
0347	Small Computer Hardware	585	200	265	270	200	200	
	Supplies & Materials	**1,220**	**3,380**	**1,119**	**3,620**	**2,700**	**2,700**	**(680)**
	COMM. DEVELOP. ADMIN.	**425,022**	**415,760**	**311,604**	**416,550**	**412,530**	**404,980**	**(10,780)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
INSPECTIONS (9302-801)								
0101	Salaries	157,083	179,770	119,362	173,550	191,120	191,120	
0103	Temporary Wages	5,617	5,500	4,994	5,500	6,000	6,000	
0110	Health Insurance	49,068	51,520	38,645	48,610	51,730	51,730	
0111	Fringes	34,985	39,570	26,560	38,310	42,940	42,940	
0115	Schools/Seminars/Training	1,120	1,500	620	1,200	1,200	1,080	
0123	Auto Allowance	0	50	0	0	0	0	
	Personal Services	**247,873**	**277,910**	**190,181**	**267,170**	**292,990**	**292,870**	**14,960**
0202	Outside Printing	0	40	0	0	0	0	
0207	Dues & Memberships	544	650	1,127	1,130	1,000	1,000	
0213	Maint of Motor Vehicles	4	200	4	200	200	200	
0218	Maint of Software	61	0	280	280	430	430	
0221	Telephone	1	10	12	20	0	0	
0227	Cellular Telephone	182	200	88	120	120	120	
0242	Permits	132	150	0	150	150	150	
0254	Printer / Copies	211	220	59	100	150	150	
0255	IS Services / Internal	12,489	12,790	9,593	12,790	14,510	14,510	
0293	Maint Of Motor Veh/Fleet	2,327	3,500	1,128	3,500	2,500	2,500	
0294	Oil and Fluids/Fleet	124	180	47	50	150	150	
	Contractual Services	**16,075**	**17,940**	**12,338**	**18,340**	**19,210**	**19,210**	**1,270**
0302	Inhouse Printing	24	40	7	40	40	40	
0308	Books and Periodicals	83	200	0	200	200	200	
0310	Gasoline & Oil	3,288	4,160	1,818	3,500	4,000	4,000	
0333	All Other Supplies	19	50	74	80	80	80	
0334	Other- WI Building Seals	2,108	2,100	2,080	2,100	2,100	2,100	
	Supplies & Materials	**5,522**	**6,550**	**3,979**	**5,920**	**6,420**	**6,420**	**(130)**
	INSPECTIONS	**269,470**	**302,400**	**206,498**	**291,430**	**318,620**	**318,500**	**16,100**
WEIGHTS & MEASURES (9305-801)								
0101	Salaries	10,010	12,960	5,941	12,960	13,330	13,330	
0111	Fringes	479	820	376	820	970	970	
0115	Schools/Seminars/Training	267	500	0	500	500	450	
0123	Auto Allowance	0	100	0	0	100	100	
	Personal Services	**10,756**	**14,380**	**6,317**	**14,280**	**14,900**	**14,850**	**470**
0202	Outside Printing	50	50	0	50	50	50	
0203	Postage	50	50	14	50	50	50	
0207	Dues & Memberships	105	110	0	150	200	200	
0213	Maint of Motor Vehicles	4	100	0	100	100	100	
0218	Maint of Software	728	750	669	670	700	700	
0221	Telephone	0	10	0	0	0	0	
0227	Cellular Telephone	7	10	5	10	10	10	
0236	Outside Services	113	350	184	350	350	350	
0238	Professional Services	0	50	0	50	50	50	
0254	Printer / Copies	50	50	0	50	50	50	
0255	IS Services / Internal	4,793	4,970	3,727	4,970	5,130	5,130	
0293	Maint Of Motor Veh/Fleet	0	300	0	300	300	300	
0294	Oil and Fluids/Fleet	0	50	0	50	50	50	
	Contractual Services	**5,900**	**6,850**	**4,599**	**6,800**	**7,040**	**7,040**	**190**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
0301	Office Supplies	142	100	84	180	200	200	
0302	Inhouse Printing	0	30	0	30	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	150	0	150	150	150	
0310	Gasoline & Oil	0	200	0	200	200	200	
0333	All Other Supplies	738	250	21	80	250	250	
0344	Small Equipment	797	200	0	50	200	200	
0347	Small Computer Hardware	0	50	0	0	100	100	
	Supplies & Materials	**1,677**	**1,030**	**105**	**740**	**1,180**	**1,180**	**150**
	WEIGHTS & MEASURES	**18,333**	**22,260**	**11,021**	**21,820**	**23,120**	**23,070**	**810**
ASSESSOR OPERATIONS (9314-801)								
0101	Salaries	46,692	108,240	59,312	93,510	102,580	102,580	
0103	Temporary Wages	0	600	378	800	800	800	
0110	Health Insurance	20,990	37,780	28,333	34,390	38,560	38,560	
0111	Fringes	10,494	24,230	13,288	21,310	23,890	23,890	
0115	Schools/Seminars/Training	270	1,200	360	1,200	1,400	1,260	
0117	Clothing Allowance	0	50	33	40	0	0	
0123	Auto Allowance	0	100	0	100	100	100	
	Personal Services	**78,446**	**172,200**	**101,704**	**151,350**	**167,330**	**167,190**	**(5,010)**
0202	Outside Printing	297	500	483	500	500	500	
0203	Postage	155	1,600	811	1,600	1,650	1,650	
0206	Advertising & Publication	100	0	100	100	100	100	
0207	Dues & Memberships	50	100	188	190	280	280	
0213	Maint of Motor Vehicles	0	30	0	0	0	0	
0218	Maint of Software	834	1,550	1,129	1,550	1,320	1,320	
0221	Telephone	0	10	0	0	0	0	
0227	Cellular Telephone	180	320	135	180	250	250	
0233	Other Serv-Manufac Fees	14,308	16,500	0	16,500	16,000	16,000	
0236	Outside Services	46,177	33,000	56,613	56,620	33,500	33,500	
0254	Printer / Copies	634	660	177	650	550	550	
0255	IS Services / Internal	28,308	28,830	21,623	28,830	30,680	30,680	
0293	Maint Of Motor Veh/Fleet	1,142	850	68	800	500	500	
0294	Oil and Fluids/Fleet	27	50	0	50	50	50	
	Contractual Services	**92,212**	**84,000**	**81,327**	**107,570**	**85,380**	**85,380**	**1,380**
0301	Office Supplies	236	300	13	300	300	300	
0302	Inhouse Printing	0	100	7	100	100	100	
0303	Computer Oper Supplies	0	50	100	100	50	50	
0308	Books and Periodicals	0	100	0	100	100	100	
0310	Gasoline & Oil	256	460	125	460	460	460	
0333	All Other Supplies	0	150	0	150	200	200	
0344	Small Equipment	0	150	300	300	200	200	
0347	Small Computer Hardware	135	200	232	240	150	150	
	Supplies & Materials	**627**	**1,510**	**777**	**1,750**	**1,560**	**1,560**	**50**
	ASSESSOR OPERATIONS	**171,285**	**257,710**	**183,808**	**260,670**	**254,270**	**254,130**	**(3,580)**
COMMUNITY DEVELOPMENT		**884,110**	**998,130**	**712,931**	**990,470**	**1,008,540**	**1,000,680**	**2,550**
							Percent Budget Change	**0.26%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
	COMMUNITY DEV. REVENUES:							
	Weights & Measures	34,180	30,000	28,580	28,500	30,000	30,000	
	Licenses/Permits	160,297	156,070	206,530	212,840	198,000	198,000	
	Community Dev. Fees	6,743	5,980	4,455	6,690	6,800	6,800	
	TOTAL REVENUES	**201,220**	**192,050**	**239,565**	**248,030**	**234,800**	**234,800**	**42,750**
							Percent Budget Change	**22.26%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Community Development	**Budget:** Community Development
	Program: Comm. Dev. and Human Services	**Submitted by:** Chris Haese

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of CD/Assessment	Grade S3	1.00	Grade S3	1.00	$88,030	$88,030	$88,980
Deputy Director-CD/Assessmt	Grade N3	1.00	Grade N3	1.00	62,390	62,390	62,780
Chief Building Inspector	Grade M3	1.00	Grade M3	1.00	72,580	72,580	72,940
Assistant Planner	Grade J3	1.00	Grade J3	1.00	60,230	60,230	60,380
Plumbing Inspector	Grade K3	1.00	Grade K3	1.00	52,950	52,950	53,320
Assistant Bldg. Inspector	Grade K3	1.00	Grade K3	1.00	54,970	54,970	55,470
Property Appraiser II	Grade I3	1.00	Grade I3	1.00	51,000	47,010	47,720
Property Appraiser I	Grade H3	1.00	Grade H3	1.00	42,460	32,630	37,640
Office Manager	Grade G3	1.00	Grade G3	1.00	37,080	37,080	37,640
Admin Asst/Assessor Tech	Grade G3	1.00	Grade G3	1.00	35,920	23,920	35,130
Subtotal		10.00		10.00	$557,610	$531,790	$552,000
PART TIME							
Weights & Measures Inspector	Grade G	0.40	Grade G	0.40	12,960	12,960	13,330
OTHER COMPENSATION							
Accrued Wages	-		-		2,160	2,050	2,120
TEMPORARY							
Department Intern	9.00 /hr		9.00 /hr		4,500	4,500	6,000
Temp. Help Assessment	9.00 /hr		9.00 /hr		600	800	800
Ord. Enforcement Inspector	9.25/hr.		9.25/hr.		5,500	5,500	6,000
INFORMATION ONLY							
Wages Budgeted in Stormwater Fund	-		-		24,430	24,430	24,430
TOTAL	XXX	10.40	XXX	10.40	$583,330	$557,600	$580,250

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Landmarks Commission
Program: Community Development and Human Services	**Submitted by:** Landmarks Commission

Goals/Responsibilities:
Effect and accomplish the protection, enhancement and perpetuation of improvements and districts which represent or reflect elements of the City's cultural, social, economic, political, engineering and architectural history. Safeguard the City's historic and cultural heritage, as embodied and reflected in such historic structures, sites and districts. Stabilize and improve property values. Foster civic pride in the beauty and noble accomplishments of the past. Protect and enhance the City's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry. Promote the use of historic structures, sites and districts for the education, pleasure and welfare of the citizens of the City.

Activities:
Commission activities include research of individual properties and districts with the intent of designating appropriate properties and areas as historic landmarks with its accompanying protection. The Commission also lends its expertise to interested individuals seeking information on preservation, and to the general public regarding Neenah's historic structures, sites and districts.

2015 Accomplishments:
The Commission continued public information activities, including the Stewardship Award Program, the Vintage Adventure tour, and the Central Business District brochure.

2016 Goals/Plans:
The Commission plans to review and designate properties as local landmarks, review plans for exterior permit renovations on landmark properties and conduct public information and education activities.

Major Increases (Decreases) in 2015 Budget Request:
None.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Sustainable Neenah
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

SUSTAINABLE NEENAH

Goals/Responsibilities:
The Sustainable Neenah Committee's primary function is to encourage sustainable practices within the City by informing citizens about local sustainability efforts and increasing awareness of the principals of sustainability.

Activities:
Develop and distribute educational materials about sustainable practices. Attend Neenah's Farmer's Market and other community events to promote sustainable practices. Assist with the implementation of sustainable practices, projects and policies.

2015 Accomplishments:
Participated in multiple Neenah Farmer's Markets and educated citizens on a variety of sustainable topics. Promoted sustainability education through web site information and cooperative education with area communities. Partnered with residents to conserve water through rain barrel project. Updated City's emissions report. Submitted bike-friendly community application through committee and other volunteer efforts.

2016 Goals/Plans:
Continue to educate the public about sustainable practices via Farmer's Market events, website, City newsletter and other media. Continue partnering with residents to conserve resources and encourage recycling. Develop orientation and sustainability education materials for new officials, Council members and City employees. Continue work with Parks and Recreation Department to include sustainable features for Arrowhead Park. Assess needs for and development of bike-friendly community efforts. Develop an action plan to reduce the City's overall emissions based on updated report. Evaluate new projects and programs to increase sustainable practices.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Comm. Dev. Authority/ Y-Senior Friends/Committee on Aging
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

COMMUNITY DEVELOPMENT AUTHORITY

Goals/Responsibilities:
Promote and initiate redevelopment, economic development and housing and revitalization programs.

Activities:
Identify, recommend and manage commercial and housing redevelopment projects. Project management of Housing Fund activities. Research and report on funding opportunities. Direct local studies and reports. Direct public education and awareness activities.

2015 Accomplishments:
Continued oversight of the Glatfelter Mill Redevelopment Project.
Reviewed development proposals for Downtown Gateway Redevelopment Districts.
Researched and identified future redevelopment project priorities.

2016 Goals/Plans:
Continue management of Glatfelter Mill Redevelopment Project.
Assist with redevelopment of key Brownfield sites within the City.
Manage implementation of awarded EPA Brownfield Site Assessment Grants ($400,000).
Direct redevelopment projects as assigned.
Continue Land Bank activities.
Continue Housing, Block Grant, and Redevelopment responsibilities under jurisdiction of CDA.

Major Increases (Decreases) in 2015 Budget Request:
None.

Y-SENIOR FRIENDS PROGRAM

Goals/Responsibilities:
Provide programs for Senior Citizens at YMCA Community Center.

Activities:
Rental of Y-Community Center facilities for 260 days per year. Services of a full-time YMCA Senior Citizens Activity Coordinator and one half-time assistant to plan, organize and supervise programs and activities.

2015 Accomplishments:

Attendance at Y Community Center:			Funding:	
			2012	$13,400
2013	8,516		2013	$13,400
2014	7,873		2014	$13,670
2015 (Thru June)	4,314		2015	$13,950
		Proposed	2016	$14,230

2016 Goals/Plans:
Service provider continues to plan, organize and supervise programs and activities for 260 days.

COMMITTEE ON AGING

Goals/Responsibilities/Plans:
To serve as a forum at which residents can express concerns on issues relating to older adults, and to facilitate the distribution and exchange of information about programs on aging.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Mass Transit
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

MASS TRANSIT

Goals/Responsibilities:
Provide fixed-route, subsidized public bus and ancillary services within the City of Neenah.

Activities:
Fixed-Route Bus Service and Valley Transit II
Under contract with the City of Appleton, Valley Transit provides both local service (Route 31/32) and two connecting routes, one to Menasha/Appleton (Route 30), which includes evening service, and another route to Grand Chute via the west side of the Town of Menasha (Route 41). Oshkosh Transit provides service between Oshkosh and the Church Street transfer center at no cost to the City of Neenah. The City maintains ownership and operation of the downtown transfer center. Remote location windbreak shelters are owned and maintained by Valley Transit. Valley Transit contracts with Running, Inc. to operate Valley Transit II, a handicapped accessible service for residents eligible under the Americans with Disabilities Act (ADA), local share paid by Winnebago County.

The Connector / Neenah Industrial Park Shuttle Service
The Connector, which Valley Transit has operated since 2007 through a contract with Kobussen, is demand-responsive transportation primarily for workers who travel outside of VT's normal operating hours and to destinations past the bus routes, bounded by Cty Hwy G and Hwy 76 in the Neenah area.

The Neenah Industrial Park Shuttle service, which began as a pilot program in July, 2015, is an enhancement of the Connector. The shuttle provides service for those that need transportation to their place of employment in and around our industrial park, originating from the downtown transfer station. The service is being funded by our private partners (Neenah Foundry, Plexus, and Menasha Corp), Valley Transit, the Community Foundation and the City.

2015 Accomplishments:
Ridership through June 2015 on Route 30 (downtown Appleton to downtown Neenah) was 61,713 passenger trips (+1.0% from 2014); on Route 31/32 (internal Neenah route) 25,967 passenger trips (-7.2% from 2014); and on Route 41 (Neenah to Grand Chute), 16,524 passenger trips (+4.6% from 2014).

2016 Goals/Plans:
Maintain existing routes and programs for the year, and continue to evaluate Church Street transfer center for improved service. Evaluate Connector/Shuttle services.

Major Increases (Decreases) in 2016 Budget Request

	2015 Budget	2015 Estimate	2016 Recommended
Gross Bus Service Cost	$355,650	$355,650	$352,092
Less: Grants/Aids	-278,440	-288,440*	-283,673*
Net Service Cost	77,210	67,210	68,419
Add: Shelter Operating Costs	3,630	3,630	3,670
Add: Connector/Shuttle Service	6,630	10,000	10,000
NET BUS SERVICE COST	$87,470	$80,850	$82,089

*Includes $10,000 estimated to be received in year end refund.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Dial-A-Ride
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

DIAL-A-RIDE

Goals/Responsibilities:
To provide subsidized taxi rides to adults 60 years and older.

Activities:
Older adults receive discounted transportation through a contract with a private provider. Funding support is provided by the Cities of Neenah and Menasha, United Way, Winnebago County and State and Federal funding, through an agreement with the City of Appleton.

2015 Accomplishments:
Provide estimated 9,000 rides through contract with Fox Valley Cab, current program service provider.

2016 Goals/Plans:
Continue existing service levels. Budget is estimated for 2016, as a request for proposals will be issued for a new three-year plus two year option service contract.

Major Increases (Decreases) in 2016 Budget Request:
None

	2015 Budget	2016 Recommended
Total Estimated Cost	$127,362	$127,362
Fares	31,500	31,500
Fed and State Transit Aids/Misc. Income	45,362	45,862
United Way, City of Menasha, Winnebago County	38,500	38,500
City of Neenah	12,000	12,000

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit) January 1	**$21,283**	**$42,652**	**$42,652**	**$53,152**
Revenues				
Intergovernmental	**$46,528**	**$42,000**	**$42,000**	**$42,000**
Contribution	**8,500**	**8,500**	**8,500**	**8,500**
Total Revenues	**$55,028**	**$50,500**	**$50,500**	**$50,500**
Expenditures	**$33,659**	**$50,500**	**$40,000**	**$50,500**
Excess Revenues Over (Under) Expenditures	**$21,369**	**$0**	**$10,500**	**$0**
Fund Balance (Deficit) December 31	**$42,652**	**$42,652**	**$53,152**	**$53,152**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
OTHER COMMUNITY SERVICES								
LANDMARK OPERATIONS (9319-801)								
0202	Outside Printing	0	2,880	0	2,880	2,500	2,500	
0203	Postage	150	200	0	150	150	150	
0204	Conferences & Meetings	0	200	174	200	350	340	
0206	Advertising & Publication	95	200	0	100	100	100	
0207	Dues & Memberships	40	100	115	120	200	200	
0236	Outside Services	1,359	600	0	600	600	600	
	Contractual Services	**1,644**	**4,180**	**289**	**4,050**	**3,900**	**3,890**	**(290)**
0301	Office Supplies	0	50	0	50	50	50	
0318	Maps and Records	0	1,000	0	1,000	1,000	1,000	
0326	Photography Supplies	0	100	0	100	100	100	
0333	All Other Supplies	24	1,270	40	1,270	1,500	1,500	
	Supplies & Materials	**24**	**2,420**	**40**	**2,420**	**2,650**	**2,650**	**230**
	LANDMARK OPERATIONS	**1,668**	**6,600**	**329**	**6,470**	**6,550**	**6,540**	**(60)**
SUSTAINABLE NEENAH COMMITTEE (9320-801)								
0202	Outside Printing	-	500	-	500	500	500	
0206	Advertising & Publication	104	200	-	100	100	100	
0207	Dues & Memberships	1,000	1,000	1,000	1,000	1,000	1,000	
0261	Misc	340	200	240	240	300	300	
	Contractual Services	**1,444**	**1,900**	**1,240**	**1,840**	**1,900**	**1,900**	**0**
0333	All Other Supplies	147	1,500	80	1,500	1,500	1,500	
	Supplies & Materials	**147**	**1,500**	**80**	**1,500**	**1,500**	**1,500**	**0**
	SUSTAINABLE NEENAH	**1,591**	**3,400**	**1,320**	**3,340**	**3,400**	**3,400**	**0**
COMMUNITY DEVELOPMENT AUTHORITY (9321-801)								
0202	Outside Printing	50	100	0	50	100	100	
0203	Postage	50	50	0	50	50	50	
0204	Conferences & Meetings	0	90	0	90	100	90	
0206	Advertising & Publication	6	100	0	100	100	100	
0207	Dues & Memberships	50	50	0	50	50	50	
0219	Maintenance of Land	13,368	5,000	162	5,000	5,000	5,000	
0222	Electricity	717	890	525	890	890	890	
0224	Water & Sewer	169	150	67	150	150	150	
0226	Storm Water	744	700	504	700	750	750	
0236	Outside Services	0	100	(134)	100	100	100	
	Contractual Services	**15,154**	**7,230**	**1,124**	**7,180**	**7,290**	**7,280**	**50**
	COM DEV AUTHORITY	**15,154**	**7,230**	**1,124**	**7,180**	**7,290**	**7,280**	**50**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
MASS TRANSIT (9323-801)								
0214	Maintenance Of Buildings	0	1,500	0	1,500	1,500	1,500	
0222	Electricity	2,141	2,000	991	2,000	2,040	2,040	
0226	Storm Water	126	130	63	130	130	130	
0236	Outside Services	333,118	355,650	258,993	355,650	352,000	352,000	
0268	Connecter Cost	0	6,630	0	0	10,000	10,000	
	Contractual Services	**335,385**	**365,910**	**260,047**	**359,280**	**365,670**	**365,670**	**(240)**
	MASS TRANSIT	**335,385**	**365,910**	**260,047**	**359,280**	**365,670**	**365,670**	**(240)**
DIAL-A-RIDE PROGRAM (9322-801)								
0236	Outside Services	12,000	12,000	12,000	12,000	12,000	12,000	
	Contractual Services	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**0**
	DIAL-A-RIDE PROGRAM	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**0**
Y-SENIOR FRIENDS PROGRAM (9324-801)								
0236	Outside Services	13,670	13,950	13,950	13,950	14,230	14,230	
	Contractual Services	**13,670**	**13,950**	**13,950**	**13,950**	**14,230**	**14,230**	**280**
	Y-SENIOR FRIENDS PROGRAM	**13,670**	**13,950**	**13,950**	**13,950**	**14,230**	**14,230**	**280**
COMMITTEE ON AGING (9221-792)								
0123	Auto Allowance	0	30	0	0	0	0	
	Personal Services	**0**	**30**	**0**	**0**	**0**	**0**	**(30)**
0203	Postage	50	100	0	50	100	100	
0204	Conferences & Meetings	0	0	0	100	100	100	
0207	Dues & Memberships	0	80	0	0	50	50	
	Contractual Services	**50**	**180**	**0**	**150**	**250**	**250**	**70**
	COMMITTEE ON AGING	**50**	**210**	**0**	**150**	**250**	**250**	**40**
OTHER COMMUNITY SERVICES		**379,518**	**409,300**	**288,770**	**402,370**	**409,390**	**409,370**	**70**
							Percent Budget Change	**0.02%**

NEENAH PUBLIC LIBRARY

Department Head

Gretchen Raab

Major Activities

The Neenah Public Library serves the educational, informational, and recreational needs of area residents of all ages. The library emphasizes providing and promoting high interest materials in a variety of formats; making information available to community residents in their pursuit of educational, job-related, and personal interests; and, providing services for children, and for children with their parents, that encourage a lifelong interest in learning.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$1,994,986	$2,039,590	$2,107,170	3.31%	$2,083,700	2.16%
No. of Employees (FTE)		23.58	23.58	0.00%	23.58	0.00%

Summary of Executive Recommendations on Variable Cost Options

OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	$56,528	$42,000	$48,000	$48,000	Department staff restructuring.
Schools/Training/Conferences/Meetings	5,594	5,000	4,500	4,050	Reduce by 10%.
Credit/Debit Card Charges	935	1,000	1,000	1,000	Based on usage.
Outside Services	14,307	12,000	23,000	23,000	Department staff restructuring.
Collection Services	3,804	4,000	3,800	3,800	Per department request.
Library Books and Materials	295,067	295,000	286,000	286,000	$9,000 to Electronic Material
Electronic Materials	0	0	9,000	9,000	$9,000 from Books & Material
Small Program Packages	957	1,000	1,000	1,000	Maintain 2015 level.
Small Equipment	2,141	3,000	2,500	2,500	Needs justified.
Maint. Equipment- Carpet Sweeper	0	0	4,400	0	Move to Funds CarryForward.
WALS COMPUTERIZATION					
Other Services	1,901	2,000	1,300	1,300	Per department request.
Outside Services	133,150	149,000	157,000	157,000	Increase per Winnefox.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages/Fringes (2% 1/1/16)	0	0	30,850	16,110	1% - 1/1/16 & 1% - 7/1/16
Health Insurance Increase (10%)	0	0	8,280	0	Move to Network Health Plan
FUNDS CARRIED FORWARD					
Maintenance of Buildings	1,596	0	0	0	None requested.
Outside Services	21,435	2,500	0	0	None requested.
Library Books and Materials	0	9,000	0	0	None requested.
Electronic Materials	0	0	9,000	9,000	Prev. yrs. Funds carried forw.
Office Furniture-Chairs/Bariatric Chairs	0	0	10,000	10,000	Prev. yrs. Funds carried forw.
Maint. Equipment- Carpet Sweeper	0	0	0	4,400	Moved from levy funded.
All Other Equipment	0	4,400	0	0	None requested.
Total Executive Reductions Recommended				**$23,470**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah Public Library	**Budget:** Administration
Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

Goal/Responsibility:

- To provide public library service according to Wisconsin statutes and standards to area residents of all ages.
- To meet the entertainment, education, and enrichment needs and wants of a region characterized by heavy library use and a populace with strong educational backgrounds.

Activities:

- Select, catalog, display, and provide for efficient checkout and return of library materials.
- Provide adult, teen, and children's programming to promote active use of library resources.
- Provide outreach services to schools, child care facilities, senior centers, and the homebound.
- Provide instruction and assistance in the use of the library and the library's resources.
- Administer the library in accordance with state statutes, City ordinances, and library board policy.

2014-2015 Accomplishments:

- **Visitors**
  295,000 visitors used the library in 2014 – an average of 85 people visit every hour the library is open.
- **Circulation**
  Checkout for 2014 slowed slightly: 932,000, approximately a 3% decrease over 2013. Even with the slight decrease, Neenah is the 10th highest circulating library in the state, up from 12th place in 2013, and 13th place in 2012. Neenah is just behind much larger community libraries (Madison, Milwaukee, Brown County, Kenosha, Janesville). Neenah is the 37th largest municipality with a public library in the state; our service population, which includes Town of Menasha, Town of Clayton, Town of Neenah, etc., puts us at 20th largest in the state. (Statistics from Department of Public Instruction, preliminary 2014 Wisconsin Public Library Service Data.)
- **Cost per circulation (determined by dividing total expenditures by total circulation)**
  The library's cost per circulation is again the lowest in Winnebago County at $2.18 per checkout. As a comparison, Menasha - $3.09; Oshkosh - $3.64; Appleton - $3.47. Neenah has the 9th lowest cost per circulation in the state – and the lowest cost per circulation of the top 135 highest circulating libraries in the state. Our resident support per capita is $47.36, the cost of two hardcover books. (Statistics from Department of Public Instruction, preliminary 2014 Wisconsin Public Library Service Data.)
- **Reference services**
  Staff answered 77,000 reference questions in 2014, a 4% increase over 2013 and a new record for the Library. Staff provided instruction in the use of a variety of electronic devices, and assisted customers in applying for employment and government services, completing and updating resumes, downloading electronic books and audio books, finding materials for schoolwork, and selecting recreational reading, viewing, and listening for customers of all ages.
- **Volunteers**
  Over 100 volunteers assist with library duties and special projects. Volunteers shelve over half of all returned library materials. Already in 2015, volunteers have worked over 2,500 hours; a 25% increase over 2014.
- **Programs**
  A record 800 programs were offered in 2014 with attendance of almost 30,000. In 2015,1,546 children participated in the summer library program – an 81% increase over 2014 and a 113% increase over 2013.
- **Building updates**
  The Library/Shattuck Park parking lot was resurfaced and re-striped in 2015. In 2014, the lobby was remodeled to provide for a better traffic flow and to increase visibility of self-checkout machines. [Self-checkout of materials increased from 56% at the end of 2013 to 58% at the end of 2014. The Library is currently (July 2015) at 59% self-checkout.]
- **Donations**
  The Library received over $244,000 in Trust Fund donations over the last twelve months to support programming and special purchases. There were some exceptionally generous donations from The Friends of the Neenah Public Library, the Alice Jean Smith Trust, and several memorial donations.

CITY OF NEENAH
2015 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah Public Library	**Budget:** Administration
Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

- **Partnerships**
  The Library partnered with the following organizations for special events and projects and ongoing programs: Neenah Joint School District, Future Neenah, Fox Cities Book Festival, Fox Cities Reads, Valley VNA, Fox Valley Memory Project, Neenah Historical Society, Compassionate Canines, Inc., AARP, Winnebago County (legal assistance clinics, WIC program), UW Extension-Winnebago County (Suburban Homesteading series; library landscaping), University of Wisconsin/Digital Collections, Lawrence University, Bergstrom-Mahler Museum of Glass, St. Joe's Food Pantry, Double Portions, Goodwill Industries, ADVOCAP, Todd Steven and Associates, Villa St. Claire Assisted Living Community, Island Shores Independent and Assisted Living, YMCA, Early Learning Center, Community Learning Center, Youth-Go, Boys and Girls Brigade, Salvation Army, and many more.

2016 Goals/Plans:

- Provide materials in a variety of formats to meet the reading, listening, and viewing needs and interests of the community.
- Offer engaging, innovative, and educational programming and services for children, adults, and families.
- Foster partnerships with local organizations to broaden the library's reach and visibility and enhance our services and programs.

Major Increases (Decreases) in 2016 Budget Request:

OUTSIDE PRINTING Added $1500 to cover the cost of large print runs of fliers, brochures, etc. Winnefox Library System eliminated their graphics services effective 2016; some printing services will still be available to libraries at cost.

ADVERTISING AND PUBLICATION Human Resources Dept. has requested funding from individual City departments for the advertisement of open positions.

LIBRARY MATERIALS Reduced physical materials budget by $9000 (3% of library materials budget) and added $9000 to line item, Electronic Materials. Electronic Materials will fund one-half of the cost for Overdrive, the downloadable electronic books and downloadable audio books purchased through the State of Wisconsin. The remaining half of the Overdrive cost will be funded from Carry-Forward funds. (The Library has two subscriptions – one purchased via the state; one purchased via Winnefox Library System.) The Library's electronic materials circulation currently makes up approximately 5% of the total circulation. 2014 checkout of electronic materials was up 33% over the previous year.

WALS (Winnefox Automated Library System) COMPUTERIZATION Requesting an increase of $8,000. The Library's fee for WALS increased 5.2% in 2016 over the 2015 fee. The line item is also used for maintenance contracts with 3M (library materials security system and self-checkout system) and for computer and software maintenance, hardware purchases, computer upgrades, software licensing, etc.

CAPITAL OUTLAY (furniture and equipment) $4400 carpet sweeper to increase efficiency (28" sweeping width; battery operated – no cords, little noise)

FUNDS CARRIED FORWARD Requesting $9000 to fund one-half of the Overdrive (e-books and downloadable audio) bill. [The remaining $9000 (from the $18000 bill for Overdrive) will be from the line item, Electronic Materials.] Library staff are also requesting $10,000 to purchase additional furniture for the adult department, including bariatric seating.

OPERATING RECEIPTS (revenue) The Library anticipates an increase of approximately $13,000 in 2016, based on increased funding from Winnebago County for services to township residents.

OUTSIDE SERVICES Requesting an increase of $11,000 for the use of a cleaning company to maintain the Library's seven restrooms. The part-time custodian position (25 hours per week) has been eliminated and was replaced with a 15-hour per week casual/temporary employee (no benefits). Combined with the cleaning service, Library staff believe the Library can be cleaned and maintained in a more efficient manner. Outside Services funds are also used for rental mats and mops, snow removal, trash and recycling pick-up, and furniture repair/re-upholstery.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah Public Library	**Budget:** WALS Computer Services
Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

Goal/Responsibility:

- To provide a cost-efficient system for the checkout and return of library materials.
- To provide a system to display the complete inventory information on any item the library owns.
- To provide direct access to the library holdings of other libraries in the Winnefox Automated Library Services (WALS) system in Winnebago, Waushara, Fond du Lac, Green Lake, and Marquette counties.

Activities:

- Continue operation of the computer system.
- Continue data entry of library materials.
- Continue automated reserve system.
- Continue automated overdue and pre-due notice production.
- Continue to track unreturned materials.
- Continue to share resources with other libraries in the system.

2014-2015 Accomplishments:

- Increased the number of phone calls and email notifications made, saving postage costs.
- Made changes to the log-on system for public Internet computers
- Began utilizing mobile circulation, allowing for remote check-out of materials.
- Began utilizing text messaging for alerting customers about holds and overdues.
- Created a method for tracking usage of non-circulating items (headphones, chargers, etc.)

2016 Goals/Plans:

- Update/replace public catalog.
- Continue to streamline procedures to ensure the most efficient workflow possible.
- Look into the possibility of using text messaging for alerting customers about holds and overdues.

Major Increases (Decreases) in 2016 Budget Request:

- The Library's fee for WALS computer services increased 5.2% for 2016. Note: The system's budget is set by the Winnefox Library System Board of Trustees. (Neenah has three representatives on the Winnefox Library System Board.) The WALS budget – the Library's share of the overall budget – is formula-driven and is based on the file size held in the computer system and by the number of items circulated each year. NPL's circulation accounted for more than 27% of all circulation in WALS. The increase in circulation and file size (the number of items in our collection) resulted in an increase in our fee for 2016. The fee is $132,857.
- The Library's 3M maintenance contracts are also paid from this line item.
- Also includes costs for computer replacement and upgrades, software purchases and licenses, servers, routers, etc. (The library has 70+ computers.) The request includes approximately $8,000 for hardware and software expenses.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PUBLIC LIBRARY								
LIBRARY ADMINISTRATION (9501-821)								
0101	Salaries	585,160	595,450	446,980	585,160	598,090	598,090	
0102	Hourly Wages	301,293	319,710	198,780	309,890	315,190	315,190	
0103	Temporary Wages	56,528	42,000	35,209	50,000	48,000	48,000	
0107	Substitutions	5,717	4,000	1,931	4,000	4,000	4,000	
0109	Premium Pay	8,063	8,000	5,373	8,000	8,000	8,000	
0110	Health Insurance	165,636	173,920	130,445	173,920	176,450	176,450	
0111	Fringes	174,064	167,990	119,477	167,900	172,150	172,150	
0115	Schools/Seminars/Training	876	2,000	803	2,000	1,500	1,500	
0123	Auto Allowance	846	800	643	800	800	800	
0128	Empl Recognition Awards	100	300	200	300	100	100	
	Personal Services	**1,298,283**	**1,314,170**	**939,841**	**1,301,970**	**1,324,280**	**1,324,280**	**10,110**
0202	Outside Printing	182	0	0	0	1,500	1,500	
0203	Postage	3,593	2,600	524	2,400	2,400	2,400	
0204	Conferences & Meetings	4,718	3,000	803	3,000	3,000	2,550	
0205	Credit/Debit Charges	935	1,000	745	1,000	1,000	1,000	
0206	Advertising & Publication	759	1,500	2,570	2,570	3,000	3,000	
0207	Dues & Memberships	1,974	1,800	1,326	1,800	2,200	2,200	
0212	Maint of Office Equipment	2,116	3,000	1,836	3,200	3,000	3,000	
0214	Maintenance of Buildings	34,038	44,000	42,406	48,000	42,000	42,000	
0216	Maint of Operating Equip.	300	300	0	300	300	300	
0219	Maintenance of Land	2,371	1,600	1,677	1,700	1,700	1,700	
0221	Telephone	3,241	2,800	2,008	2,800	2,800	2,800	
0222	Electricity	62,915	67,200	44,435	65,000	66,300	66,300	
0223	Natural Gas	15,630	14,700	7,574	14,700	15,000	15,000	
0224	Water & Sewer	9,022	8,760	5,126	8,760	8,800	8,800	
0225	Commercial Dumpster	616	450	393	450	500	500	
0226	Storm Water	924	1,000	462	1,000	1,000	1,000	
0227	Cellular Telephone	0	0	60	180	180	180	
0236	Outside Services	14,307	12,000	8,534	17,000	23,000	23,000	
0237	Pest Control	67	400	67	400	400	400	
0246	Property & Liability Ins	12,785	14,100	12,065	14,100	15,510	15,510	
0249	Collection Services	3,804	4,000	1,880	3,800	3,800	3,800	
0250	Copy Mach. Lease/Supplies	13,598	17,000	13,321	17,000	17,000	17,000	
0252	Rental of Equipment	328	500	360	500	500	500	
0254	Printer / Copies	11	0	5	30	50	50	
0255	IS Services/Internal	4,063	7,700	3,180	4,440	4,620	4,620	
	Contractual Services	**192,297**	**209,410**	**151,357**	**214,130**	**219,560**	**219,110**	**9,700**
0301	Office Supplies	4,221	4,000	3,835	4,490	4,000	4,000	
0302	Inhouse Printing	58	100	57	100	100	100	
0303	Computer Operation Supply	3,456	3,200	1,868	3,200	3,000	3,000	
0306	Cleaning/Janitor Supplies	7,908	7,500	8,163	8,170	7,300	7,300	
0316	Equipment Maint Supplies	2	300	208	300	300	300	
0319	Safety Supplies	331	250	498	500	400	400	
0333	All Other Supplies	420	0	15	20	0	0	
0340	Library Books & Materials	295,067	295,000	200,187	295,000	286,000	286,000	
0341	Library Supplies	11,578	7,200	7,089	7,400	7,000	7,000	
0342	Tech Service Supplies	19,259	24,000	16,567	24,000	21,000	21,000	
0343	Small Program Packages	957	1,000	777	1,000	1,000	1,000	
0344	Small Equipment	2,141	3,000	384	3,000	2,500	2,500	
0349	Electronic Materials	0	0	0	0	9,000	9,000	
	Supplies & Materials	**345,398**	**345,550**	**239,648**	**347,180**	**341,600**	**341,600**	**(3,950)**
0582	Interest on Debt	0	2,660	0	2,660	0	0	
	Other	**0**	**2,660**	**0**	**2,660**	**0**	**0**	**(2,660)**
	LIBRARY ADMINISTRATION	**1,835,978**	**1,871,790**	**1,330,846**	**1,865,940**	**1,885,440**	**1,884,990**	**13,200**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
WALS COMPUTERIZATION (9503-821)								
0203	Postage	926	900	573	900	900	900	
0233	Other Services	1,901	2,000	882	1,300	1,300	1,300	
0236	Outside Services	133,150	149,000	149,000	149,000	157,000	157,000	
	Contractual Services	**135,977**	**151,900**	**150,455**	**151,200**	**159,200**	**159,200**	**7,300**
	WALS COMPUTERIZATION	**135,977**	**151,900**	**150,455**	**151,200**	**159,200**	**159,200**	**7,300**
SPECIAL RESERVES & ESCROW (9509-821)								
101	Salaries	0	0	0	0	18,510	13,960	
110	Health Insurance	0	0	0	0	17,650	0	
111	Fringes	0	0	0	0	2,970	2,150	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**39,130**	**16,110**	
CAPITAL OUTLAY (9581-821)								
8116	Maintenance Equipment	0	0	0	0	4,400	0	
8133	All Other Equipment	0	0	0	5,750	0	0	
	Capital Outlay	**0**	**0**	**0**	**5,750**	**4,400**	**0**	**0**
	CAPITAL OUTLAY	**0**	**0**	**0**	**5,750**	**4,400**	**0**	**0**
FUNDS CARRIED FORWARD								
0214	Maintenance of Buildings	1,596	0	0	0	0	0	
0236	Outside Services	21,435	2,500	9,076	25,310	10,000	10,000	
	Contractual Services	**23,031**	**2,500**	**9,076**	**25,310**	**10,000**	**10,000**	
0340	Library Books & Materials	0	9,000	17,960	17,960	0	0	
0349	Electronic Materials	0	0	0	0	9,000	9,000	
	Supplies & Materials	**0**	**9,000**	**17,960**	**17,960**	**9,000**	**9,000**	
8133	All Other Equipment	0	4,400	4,016	4,020	0	4,400	
	Capital Outlay	**0**	**4,400**	**4,016**	**4,020**	**0**	**4,400**	
	Funds Carried Forward	**23,031**	**15,900**	**31,052**	**47,290**	**19,000**	**23,400**	**7,500**
	TOTAL EXPENDITURES	**1,994,986**	**2,039,590**	**1,512,353**	**2,070,180**	**2,107,170**	**2,083,700**	**44,110**
OPERATING RECEIPTS (010-0000-542)								
0200	Library Receipts	41,358	39,000	28,414	40,000	40,000	40,000	
0201	Coffee Sales	966	1,200	910	1,300	1,400	1,400	
0202	Copier/Printer Fees	13,372	15,000	10,433	14,500	15,000	15,000	
0203	Lost/Damaged Materials	8,647	7,800	6,183	7,800	8,000	8,000	
0204	Sale of Library Property	766	0	0	0	0	0	
0205	P-Card Rebate	0	0	2,508	2,510	4,000	4,000	
0206	Winnebago County	698,899	699,700	524,774	699,700	712,850	712,850	
0207	Calumet County	14,459	16,420	16,419	16,420	14,630	14,630	
0208	Fond Du Lac County	815	500	501	510	520	520	
0209	Collection Fee Charges	3,237	3,600	2,244	3,200	3,200	3,200	
	TOTAL OPERATING RECEIPTS	**782,519**	**783,220**	**592,386**	**785,940**	**799,600**	**799,600**	**16,380**
DEBT SERVICE FOR NEW LIBRARY								
0700	Winnebago County	107,080	107,080	107,080	104,215	104,215	104,215	

COUNTY OPERATING AND CAPITAL RECEIPTS

The amount listed in 010-0000-542-2000 is 100% funding request to the Winnebago County Board.
Actual amounts received are subject to Winnebago County Board action.
If 100% funding is not received, first the operating, then the debt service request is funded.

Percentage of Winnebago County Township use of the Neenah Library

2013	2014
37.40%	36.40%

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
	Winnebago County reimbursement for Township use:							
		2014	**2015**	**2016**				
	Amount	698,899	699,700	712,850				
	% Change	0.041%	0.001%	0.188%				
	TOTAL EXPENDITURES	**1,994,986**	**2,039,590**	**1,512,353**	**2,070,180**	**2,107,170**	**2,083,700**	**44,110**
							Percent Budget Change	**2.16%**
	TOTAL REVENUES	**782,519**	**783,220**	**592,386**	**785,940**	**799,600**	**799,600**	**16,380**
							Percent Budget Change	**2.09%**
	NET EFFECT ON LEVY	**1,212,467**	**1,256,370**	**919,967**	**1,284,240**	**1,307,570**	**1,284,100**	**27,730**
							Percent Budget Change	**2.21%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Neenah Public Library	**Budget:** Administration
	Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$78,030	$79,420	$80,260
Assistant Director	Grade N3	1.00	Grade N3	1.00	58,400	60,500	61,620
Youth Services Manager	Grade M3	1.00	Grade M3	1.00	55,190	57,200	58,420
Circulation Services Manager	Grade M3	1.00	Grade M3	1.00	57,780	58,920	59,900
Adult Services Librarian	Grade I3	4.00	Grade I3	4.00	190,040	185,490	194,360
Youth Services Librarian	Grade I3	-	Grade I3	1.00	0	0	42,400
Asst Libr. Adult Acquisition	Grade G3	1.00	Grade G3	1.00	48,430	49,040	49,160
Asst Libr. Youth Acquisiition	Grade G3	1.00	Grade G3	0.16	49,250	49,870	8,190
Building Maintenance	Grade L3	0.05	Grade L3	0.05	2,940	2,940	3,020
Building Custodian	Grade G3	1.00	Grade G3	1.00	39,430	41,780	38,460
Subtotal		11.05		11.21	$579,490	$585,160	$595,790
PART-TIME							
Admin. Asst (1,300 Hrs.)	Grade E	0.67	Grade E	0.67	17,690	18,070	18,460
Lib Asst Circ. Svc (13,520 Hrs)	Grade C	6.93	Grade C	6.93	163,800	171,080	177,010
Lib Asst Tech. Svc (3,120 Hrs)	Grade C	1.60	Grade C	1.60	47,310	40,530	40,650
Asst Libr Yth Svc (5,200 hrs)	Grade E	2.66	Grade E	2.80	74,000	69,170	79,070
Asst Custodian (1,300 Hrs)	Grade C	0.67	-	-	16,910	7,040	0
Substitutions	-		-		4,000	4,000	4,000
Total Part-time		12.53		12.00	$323,710	$309,890	$319,190
OTHER COMPENSATION							
Premium Pay*	-		-		8,000	8,000	8,000
Accrued Wages	-		-		2,270	2,250	2,300
TEMPORARY							
Casual	8.00-16.00/hr.	-	8.00-16.00/hr.	-	42,000	50,000	54,000
TOTAL	XXX	23.58	XXX	23.21	$955,470	$955,300	$979,280

* Sunday hours premium pay.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation	**Budget:** Harbor Committee
Program: Culture and Recreation	**Submitted by:** Eileen McCoy

Goals/Responsibilities:
The Neenah Harbor Committee advises the Harbor Commission (a/k/a Parks and Recreation Commission) on matters relative to boating safety and recreation.

Activities:
Maintain aids to navigation in the harbor. Assure compliance with State navigation regulations.

2015 Accomplishments:
- Coordinated placement and removal of navigation buoys.
- Conducted aquatic plant survey in harbor.
- Worked with DNR and surrounding communities on standardizing Aids to Local Navigation. (buoys and signs)

2016 Goals/Plans:
- Create Management Plan for harbor area. Continue control measures.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
HARBOR COMMITTEE (9602-831)								
0102	Hourly	75	100	0	0	100	100	
0104	Overtime Wages	0	100	0	0	100	100	
0110	Health Insurance	20	60	0	0	60	60	
0111	Fringes	15	40	0	0	40	40	
	Personal Services	**110**	**300**	**0**	**0**	**300**	**300**	**0**
0236	Outside Services	4,150	7,500	700	6,500	5,000	5,000	
0242	Permit	150	150	0	0	150	150	
	Contractual Services	**4,300**	**7,650**	**700**	**6,500**	**5,150**	**5,150**	**(2,500)**
0333	All Other Supplies	614	0	53	1,200	200	200	
	Supplies & Materials	**614**	**0**	**53**	**1,200**	**200**	**200**	**200**
	HARBOR COMMISSION	**5,024**	**7,950**	**753**	**7,700**	**5,650**	**5,650**	**(2,300)**
							Percent Budget Change	**-28.93%**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Bergstrom-Mahler Museum	**Budget:** Bergstrom-Mahler Museum
Program: Culture and Recreation	**Submitted by:** Jan Smith/ Alan Westby

Goal/Responsibility:
Bergstrom-Mahler Museum mission statement: *to excite, engage and educate the regional and global communities through its world renowned glass paperweights, glass collections and changing exhibitions.*

Activities and Value:
Bergstrom-Mahler Museum of Glass rebranded in 2013 to specialize in an area of fine art that would align and associate the museum with specialized audiences and interests from around the world, while providing a unique opportunity to see world class glass art to our local community. By creating an exhibition platform of high caliber, recognized artists, and focusing on education, as well as collecting, the museum is seeing evidence of this strategy creating success. Visitors are coming from broader areas, spending overnights in the Fox Valley, and contributing to the area's creative economy.

The end of 2014 and 2015 saw some outstanding events at the museum. We hosted three major exhibits that drew visitors from around the country as well as garnered national recognition for the museum. The year started with an exhibit of the artist Paul Stankard, acknowledged to be one of the best paperweight artists of all time. It was followed by a show of William Morris' artwork. Morris, a collaborator of glass artist Dale Chihuly, is probably one of the most collectable artists in the country. 2015 will end on a very high note, as the museum will host an exhibit by the artist Lino Tagliapietra. Lino's nickname is "The Master" and is known as the greatest living glass blower working today.

The museum's efforts did not go unnoticed, it was awarded the 2015 **Art Alliance for Contemporary Glass** (AACG) Institutional Award. Each year the AACG selects an organization to be honored for its contributions to the contemporary glass movement based on community programming and exhibits.

2014 -2015 Exhibitions included:

- *Beauty beyond Nature – The Art of Paul Stankard September 9, 2014 to February 15, 2015*
- *Fox Valley Area High School Glass Exhibition March 1, 2015 to March 29, 2015*
- *William Morris: Native Species Exhibition April 18, 2015 to September 6, 2015*
- *Transcending Time – works by Italian Maestro Lino Tagliapietra October 8, 2015 to February 14, 2016*

Outside services: Energy Control and Design, Bassett Mechanical, Sentinel Security, Treeos Landscaping, Schindler Elevator, Wil-Kil, USA Fire Protection, Ahern, Irrigation Services. Total: $14,200

General Maintenance/Supplies: Maintenance supplies, janitorial supplies, tools and non-capital related building maintenance. Total: $15,900

Utilities: $42,800

2016 Capital Repair Plan:
Pay for half of new HVAC control system, continue replacing/upgrading irrigation system, upgrade driveway lights with LEDs, masonry work, continue upgrading museum lighting to LED based systems. ($19,800)

Major Increases (Decreases) in 2016 Budget Request:
The museum has privately maintained the building and equipment, as well as invested significantly in improvements for the 50+ years of its existence. At this time, we would like to request $20,000 for the planned 2016 capital improvements.

DEPARTMENT OF PARKS & RECREATION

Department Head

Eileen McCoy

Major Activities

The Department provides the citizens of Neenah, of all ages, interests and capabilities, with a broad range of recreational opportunities and safe, attractive and varied facilities.

Operating Budget Information/Number of Employees:

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget (excluding Parks Forestry Program)	$1,906,661	$1,898,890	$1,918,700	1.04%	$1,918,330	1.02%
No. of Employees (FTE) - All Funds	13.79	13.79	13.79	0%	13.79	0%

Summary of Executive Recommendations on Variable Cost Options

PARK/REC OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Overtime	$14,119	$12,630	$12,770	$12,770	Slight increase justified.
Temporary Wages	282,623	279,620	289,680	289,680	Programs funded by fees.
Schools/Training/Conferences/Meetings	5,681	4,320	3,770	3,400	Reduce by 10%.
Outside Services - Muni Pool	11,608	11,590	11,590	11,590	Maintain 2015 level.
Other Services - Sports Clinics	14,646	14,000	12,000	12,000	Per department request.
Other Services - Programs	57,148	53,370	52,500	52,500	Per department request.
Professional Services	1,333	450	1,100	1,100	Increase justified.
Small Equipment	1,408	4,200	4,200	4,200	Equipment needs justified.
Small Computer Hardware	1,059	300	500	500	Needs justified.
Equipment Replacement Fund	21,000	0	0	0	Replacement Fund eliminated.
HARBOR COMMITTEE					
Overtime	0	100	100	100	Maintain 2015 level.
Outside Services	4,150	7,500	5,000	5,000	Weed cutting/2016 grant.
Total Executive Reductions Recommended				**$370**	

(over)

DEPARTMENT OF PARKS AND RECREATION (cont.)

Operating Budget Information/Number of Employees:

CELEBRATIONS/COMMEMORATIONS

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Total Operating Budget	$67,960	$70,130	$68,910	-1.74%	$68,910	-1.74%

Summary of Executive Recommendations on Variable Cost Options

4TH OF JULY/COMMUNITYFEST	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Overtime	2,029	4,450	4,000	4,000	Request justified.
Temporary Wages	606	800	800	800	Request justified.
Outside Services - Fireworks	30,000	30,000	30,000	30,000	Maintain support.
CONCERTS/PARADES/OTHERS					
Overtime	753	3,320	1,000	1,000	Necessary expense.
Outside Services - Concerts	8,086	7,300	7,300	7,300	Maintain support.
Total Executive Reductions Recommended				**$0**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation	**Budget:** Parks and Recreation
Program: Culture and Recreation	**Submitted by:** Eileen McCoy

Goals/Responsibilities:
Create community through people, parks and programs that provide recreational experiences; foster human development; promote health and wellness; increase cultural unity; facilitate community problem solving; strengthen safety and security; strengthen community image and sense of place; and, support economic development.

Activities:
- Develop, implement and administer over 150 recreation programs in Arts, Instruction, Sports, Special Events, Wellness/Fitness, Entertainment, and Hobby.
- Plan for the acquisition and development of parkland and recreation facilities. Manage and maintain the following:
  - 25 Parks (384 Acres)
  - 8,385 Feet of Shoreline
  - 3 Boating Facilities
  - 3 Basketball Courts
  - 4 Volleyball Courts
  - 1 Archery Range
  - 1 Outdoor Swim Pool Complex
  - 16 Soccer Fields
  - 17 Tennis Courts
  - 16 Playgrounds
  - 1 Skate/Bike Park
  - 3 Ice Rinks
  - 8 Softball/Baseball Fields
  - 31 Buildings, including the Lighthouse and Doty Cabin (Historic Home/Museum)
  - Flower Beds, Trails, Decorative Fountains, Fishing Decks, Natural Areas and various other park and recreation facilities.

2015 Accomplishments:
- Park Projects: Initiated planning/fundraising for Neenah-Menasha Trestle project. Conducted public information meetings for Washington Park Master Plan. Park staff maintained the facilities that host soccer, baseball, softball, and kickball leagues and tournaments, and provided support for recreation programs, concerts and special events.
- Recreation: Provided programs to promote health, wellness and safety through recreation programs such as the Fun Runs, Children's Playtime, Swim Lessons, adult and youth sports. Initiated Filthy Fun Kids Run in conjunction with Town Of Menasha. Offered cultural opportunities though Riverside Players community theater, Neenah Community Band concerts, and numerous youth programs. Provided places and programs for family activities with Movie Nights, Star Gazing Workshop and Storywalks. Coordinated 10th annual Neenah Classic Boat Show.
- New Programs:
  - Saturday Try-It Art Class
  - Spring Break To Create
  - Get Out Of Work Games
  - Neenah Time Travelers Camp
  - Filthy Fun Kids Run
  - Explore Bowhunting
  - Night Games
- Grants and Donations: Raised the following non-tax revenues to support programming and park development:
  - Sunshine Program.....$190
  - Fun Run Sponsors.....$9,760
  - Filthy Fun Kids Run ...MIRON Construction & WG donated services.
  - Riverside Players.....$2,375
  - Community Band.....$1,860
  - Trees For The Living $2,710
  - Memorial Benches.....$4,800
  - Playground Equipment..... $2,000
- Partnerships: Provided support to the following organizations for events and programs:
  - Neenah Soccer Club
  - Fox Valley Sailing School
  - Neenah Nodaway Yacht Club
  - Neenah Wave Swim Team
  - Future Neenah Concerts
  - Neenah Baseball
  - NJSD Facility Reciprocity
  - YMCA Day Camp and Senior Friends
  - Youth-Go Baseball and The Hallows
  - Animal Shelter Drool in the Pool
  - Bergstrom-Mahler Youth Art Camps
  - Elks & Knights of Columbus Youth Sports Competitions
- Volunteer Projects:
  - Renew the Slough River Cleanup
  - Church Park Cleanup Days
  - Adopt-A-Garden
- Awards:
  - Fox Cities Greenways Community Leadership Award
  - City of Neenah Landmarks Commission Historic Preservation Stewardship Award
  - CommunityFest Parade of Lights Best Live Music Award

2016 Goals/Plans:
- Work with HR to manage transition in P&R Director position.
- Coordinate Neenah Community Band 50th Anniversary Celebration
- Begin Trestle project design.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation	**Budget:** Independent Recreation Programs
Program: Culture and Recreation	**Submitted by:** Eileen McCoy

SWIM POOL

The pool budget covers temporary wages, outside services, equipment and supplies necessary for swim lessons, the open swim program and the operation and maintenance of the physical facility. Administration costs are not included.

	2011	2012	2013	2014	2015
Average Temperature	77°	82°	77°	76°	78°
Lesson Registration	1,039	1,063	1,150	1,133	1,219
Season Passes	603	696	637	559	515
Daily Passes	18,809	18,143	16,194	16,596	19,686
Total Attendance	51,473	56,352	49,371	44,759	49,973

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Request
Expenditures	224,022	221,256	221,956	221,528	237,370	221,160
Revenue	(160,498)	(182,010)	(173,368)	(175,757)	(204,680)	(190,250)
Levy Support	$63,524	$39,246	$48,588	$45,771	$32,690	$30,910
Cost Recovery Rate	72%	82%	78%	79%	86%	86%

SPORTS CAMPS / INSTRUCTIONAL CLINICS

The camps and clinics include Golf, Volleyball, Basketball, Wrestling, Football, Softball, Karate, Nature Hikes, Bowling, Pet First Aid, Skateboarding/BMX, Mini Golf League, Kids Zumba, Flag Rugby, Photography and Lego Camps. The programs are designed to recover all supply costs and instruction wages. Administration costs are not included. Fees are paid out based on a percentage of the net, so the cost recovery rate is fairly stable.

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Request
Expenditures	28,462	27,124	30,929	31,250	30,860	27,840
Revenue	(29,993)	(28,703)	(32,275)	(33,733)	(34,910)	(34,760)
Levy Support	($1,531)	($1,579)	($1,346)	($2,483)	($4,050)	($6,920)
Cost Recovery Rate	105%	106%	104%	108%	113%	125%

DANCE LESSONS

Fees cover instruction and rental of Pickard Auditorium for a dance review. Administration costs are not included.

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Request
Expenditures	11,788	13,499	16,763	16,044	15,930	15,930
Revenue	(13,565)	(15,487)	(20,621)	(19,398)	(20,670)	(20,670)
Levy Support	($1,777)	($1,988)	($3,858)	($3,354)	($4,740)	($4,740)
Cost Recovery Rate	115%	115%	123%	121%	130%	130%

NET LEVY SUPPORT	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Request
SWIM POOL	$63,524	$39,246	$48,588	$45,771	$32,690	$30,910
SPORTS CLINICS	($1,531)	($1,579)	($1,346)	($2,483)	($4,050)	($6,920)
DANCE LESSONS	($1,777)	($1,988)	($3,858)	($3,354)	($4,740)	($4,740)
	$60,216	$35,679	$43,384	$39,934	$23,900	$19,250

CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	309,402	315,240	227,504	316,470	323,090	323,090	
0102	Full Time Hourly Wages	319,275	323,450	222,804	323,390	326,310	326,310	
0103	Temporary Wages	282,623	279,620	270,399	294,810	289,680	289,680	
0104	Overtime Wages	14,119	12,630	12,060	14,970	12,770	12,770	
0105	Reimbursable Overtime	(492)	(500)	(471)	(500)	(370)	(370)	
0110	Health Insurance	179,339	187,300	139,841	187,840	185,830	185,830	
0111	Fringes	155,409	158,170	116,044	159,510	167,110	167,110	
0115	Schools/Seminars/Training	3,021	2,120	3,109	3,210	1,970	1,970	
0117	Clothing Allowance	6,556	6,620	6,557	6,640	6,650	6,650	
0118	License Renewal	200	40	80	80	340	340	
0123	Auto Allowance	308	320	102	350	320	320	
0124	Meal Allowance	4	20	4	30	20	20	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	150	330	175	210	270	270	
	PERSONAL SERVICES	**1,269,914**	**1,285,380**	**998,208**	**1,307,030**	**1,314,010**	**1,314,010**	**28,630**
CONTRACTUAL SERVICES								
0202	Outside Printing	17,957	15,320	11,746	14,040	13,140	13,140	
0203	Postage	5,951	6,300	4,194	4,350	4,570	4,570	
0204	Conferences & Meetings	2,660	2,200	0	1,600	1,800	1,430	
0206	Advertising & Publication	265	270	265	270	270	270	
0207	Dues & Memberships	935	1,240	895	900	960	960	
0211	Maint of Fixed Equipment	9,042	8,200	10,027	10,440	8,600	8,600	
0213	Maint of Motor Vehicles	582	1,000	643	650	710	710	
0214	Maint of Buildings	11,001	4,470	3,965	4,530	4,500	4,500	
0216	Maint of Operating Equip	2,349	1,600	1,622	3,200	1,600	1,600	
0218	Maint of Software	6,722	8,480	6,841	8,480	7,970	7,970	
0219	Maintenance of Land	439	1,500	280	1,500	1,500	1,500	
0220	Maint of Athletic Fields	4,861	2,000	2,270	2,300	2,000	2,000	
0221	Telephone	803	1,060	469	830	830	830	
0222	Electricity	60,907	63,770	43,377	59,320	59,300	59,300	
0223	Natural Gas	16,591	16,650	7,318	13,400	13,660	13,660	
0224	Water & Sewer	33,283	36,410	16,910	39,520	39,200	39,200	
0225	Commercial Dumpster	5,025	3,450	4,148	6,150	5,900	5,900	
0226	Storm Water	17,661	18,860	11,403	18,860	18,860	18,860	
0227	Cellular Telephone	1,745	2,200	1,157	2,200	2,200	2,200	
0233	Other Services	71,794	67,370	49,973	68,180	64,500	64,500	
0234	Credit Card Payment Fees	10,687	8,800	9,462	10,000	10,000	10,000	
0236	Outside Services	11,914	12,290	12,007	12,720	12,490	12,490	
0237	Pest Control	1,982	1,930	1,402	2,190	2,190	2,190	
0238	Professional Services	1,333	1,300	562	720	1,100	1,100	
0242	Permits	570	570	487	590	590	590	
0251	Rental	10,614	11,730	8,069	12,080	11,650	11,650	
0252	Rental of Equipment	2,319	2,000	527	2,000	2,000	2,000	
0254	Printer / Copies	4,034	4,370	2,226	3,920	3,920	3,920	
0255	IS Services / Internal	42,496	46,890	35,168	41,690	43,250	43,250	
0293	Maint of Motor Veh/Fleet	20,198	20,600	14,833	20,600	21,000	21,000	
0294	Oil and Fluids/Fleet	2,058	1,600	2,570	2,570	2,000	2,000	
0296	Maint of Oper Eq/Fleet	73,050	63,860	51,549	69,000	69,000	69,000	
	CONTRACTUAL SERVICES	**451,828**	**438,290**	**316,365**	**438,800**	**431,260**	**430,890**	**(7,400)**

CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0301	Office Supplies	912	800	701	710	800	800	
0302	Inhouse Printing	18	20	2	20	20	20	
0305	Chemicals	957	1,550	2,461	2,470	2,250	2,250	
0306	Cleaning/Janitor Supplies	12,914	11,060	10,372	11,610	11,600	11,600	
0308	Books and Periodicals	7	10	0	10	10	10	
0310	Gasoline & Oil	38,463	43,640	21,213	35,480	36,550	36,550	
0311	Fixed Equipment Maint.Sup	583	1,600	897	1,610	1,600	1,600	
0312	Playground Maintenance	8,161	6,000	9,641	9,650	7,000	7,000	
0313	Motor Vehicles Maint. Sup	126	500	1,146	1,450	500	500	
0314	Building Maint. Supplies	5,129	10,400	10,047	11,600	10,400	10,400	
0315	Land Maintenance Supplies	20,690	13,000	11,123	14,420	13,000	13,000	
0316	Equipment Maint. Supplies	839	3,800	6,398	6,960	3,800	3,800	
0319	Safety Supplies	3,201	2,800	3,346	3,360	2,800	2,800	
0320	Small Tools	312	1,070	164	1,000	1,070	1,070	
0321	Athletic Field Maint. Sup	15,242	15,000	17,850	17,850	16,000	16,000	
0326	Photography Supplies	55	50	33	50	50	50	
0333	All Other Supplies	26,846	29,480	26,338	32,860	31,130	31,130	
0335	Set Design/Construction	2,274	3,000	3,556	3,560	3,000	3,000	
0336	Concession Supplies	23,751	25,000	28,764	29,480	25,000	25,000	
0337	Tickets	410	340	552	560	550	550	
0338	Costumes	82	1,200	229	800	1,200	1,200	
0344	Small Equipment	1,408	4,200	3,637	4,130	4,200	4,200	
0345	Shop Supplies	480	400	491	500	400	400	
0347	Small Computer Hardware	1,059	300	403	410	500	500	
	SUPPLIES & MATERIALS	**163,919**	**175,220**	**159,364**	**190,550**	**173,430**	**173,430**	**(1,790)**
CAPITAL OUTLAY								
8135	Misc Replacement Fund	21,000	0	0	0	0	0	
	CAPITAL OUTLAY	**21,000**	**0**	**0**	**0**	**0**	**0**	**0**
	TOTAL PARK & RECREATION	**1,906,661**	**1,898,890**	**1,473,937**	**1,936,380**	**1,918,700**	**1,918,330**	**19,440**
						Percent Budget Change		**1.02%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Parks and Recreation	**Budget:** Parks and Recreation
	Program: Culture and Recreation	**Submitted by:** Eileen McCoy

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget				
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$90,060	$90,060	$90,420
Supt. of Recreation	Grade M3	1.00	Grade M3	1.00	71,260	71,260	71,440
Supt. of Parks	Grade M4	1.00	Grade M4	1.00	61,990	61,990	62,790
Recreation Supervisor	Grade K3	1.00	Grade K3	1.00	59,870	59,870	60,510
Office Manager	Grade G3	1.00	Grade G3	1.00	37,110	37,110	37,750
Park Arborist	Grade J4	1.00	Grade J4	1.00	53,060	53,060	53,550
Park Lead Technician	Grade I4	2.00	Grade I4	2.00	106,120	106,120	107,060
Park Technician	Grade G4	5.00	Grade G4	5.00	209,650	209,650	211,370
Subtotal		13.00		13.00	$689,120	$689,120	$694,890
PART-TIME							
Dept. Secretary (1,300 hrs.)	Grade C	0.67	Grade C	0.67	14,720	10,950	14,940
OTHER COMPENSATION							
Accrued Wages	-		-		2,650	2,650	2,670
Overtime							
Operations	-		-		12,430	15,100	12,900
Community Fest	-		-		250	170	170
Celebrations	-		-		820	500	500
Harbor	-		-		100	0	100
TEMPORARY							
Recreation	7.25 - 15.50 / hr.		7.25 - 15.50 / hr.		244,420	258,410	251,980
Parks	8.25 - 8.40 / hr.		8.25 - 8.40 / hr.		35,200	36,400	37,700
Celebrations	8.25 - 8.40 / hr.		8.25 - 8.40 / hr.		800	820	800
Park Forestry	8.25 - 8.40 / hr.		8.25 - 8.40 / hr.		1,000	1,500	2,000
Subtotal for Parks					$37,000	$38,720	$40,500
INFORMATION ONLY							
City-Wide Forestry	-		-		51,100	57,000	57,500
TOTAL	XXX	13.67	XXX	13.67	$1,001,510	$1,015,620	$1,018,650

CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION EXPENDITURES & REVENUES SUMMARY ***
FOR FISCAL YEAR 2016

PAGE NUMBER	ACCOUNT NUMBER	PARK & RECREATION DIVISION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
		REGULAR PROGRAMS SUMMARY							
196	781	Park & Rec. Administration	534,138	545,060	393,085	533,940	548,130	547,760	2,700
196	781	General Unalloc. Overhead	16,919	15,700	15,016	17,110	17,620	17,620	1,920
196	781	Capital Outlay	21,000	0	0	0	0	0	0
196	782	Adult Programs	33,416	31,770	25,335	33,860	33,160	33,160	1,390
196	783	Youth Programs	29,899	29,610	17,387	29,360	29,320	29,320	(290)
197	785	Playground Programs	84,382	84,560	88,792	94,070	89,100	89,100	4,540
197	786	Other Park & Rec. Activities	16,569	16,660	11,396	15,970	16,860	16,860	200
197	787	Riverside Players	21,489	25,250	26,115	27,430	24,750	24,750	(500)
197	788	Parks	880,027	883,590	643,755	27,430	894,830	894,830	11,240
		TOTAL EXPENDITURES	**1,637,839**	**1,632,200**	**1,220,881**	**779,170**	**1,653,770**	**1,653,400**	**21,200**
								Percent Budget Change	**1.30%**
		TOTAL REVENUES	**305,831**	**296,880**	**267,816**	**300,470**	**292,950**	**292,950**	**(3,930)**
								Percent Budget Change	**-1.32%**
		NET EFFECT ON LEVY	**1,332,008**	**1,335,320**	**953,065**	**478,700**	**1,360,820**	**1,360,450**	**25,130**
								Percent Budget Change	**1.88%**
		INDEPENDENT PROGRAMS SUMMARY							
198	784	Municipal Pool	221,528	219,690	218,588	237,370	221,160	221,160	1,470
198	784	Sports Clinics	31,250	31,090	30,837	30,860	27,840	27,840	(3,250)
198	784	Dance Lessons	16,044	15,910	3,629	15,930	15,930	15,930	20
		TOTAL EXPENDITURES	**268,822**	**266,690**	**253,054**	**284,160**	**264,930**	**264,930**	**(1,760)**
								Percent Budget Change	**-0.66%**
		Municipal Pool							
		Pool-Taxable Concessions	33,437	40,000	45,021	45,030	40,000	40,000	0
		Pool-Daily Receipts	49,854	56,000	64,777	64,780	56,000	56,000	0
		Pool-Season Pass Receipts	47,920	47,770	47,189	47,190	47,000	47,000	(770)
		Pool-Swim Lessons Receipts	44,338	44,570	47,340	47,400	47,000	47,000	2,430
		Pool-Locker Rental	208	250	280	280	250	250	0
		Municipal Pool Revenue	**175,757**	**188,590**	**204,607**	**204,680**	**190,250**	**190,250**	**1,660**
		Others							
		Sports Clinics	33,733	33,810	34,905	34,910	34,760	34,760	950
		Dance Lessons	19,398	20,670	15,462	20,670	20,670	20,670	0
		Other Revenue	**53,131**	**54,480**	**50,367**	**55,580**	**55,430**	**55,430**	**950**
		TOTAL REVENUES	**228,888**	**243,070**	**254,974**	**260,260**	**245,680**	**245,680**	**2,610**
								Percent Budget Change	**1.07%**
		NET EFFECT ON LEVY	**39,934**	**23,620**	**(1,920)**	**23,900**	**19,250**	**19,250**	**(4,370)**
								Percent Budget Change	**-18.50%**
		GRAND TOTAL EXPENDITURES	1,906,661	1,898,890	1,473,935	1,063,330	1,918,700	1,918,330	19,440
								Percent Budget Change	**1.02%**
		GRAND TOTAL REVENUES	534,719	539,950	522,790	560,730	538,630	538,630	(1,320)
								Percent Budget Change	**-0.24%**
		NET EFFECT ON LEVY	1,371,942	1,358,940	951,145	502,600	1,380,070	1,379,700	20,760
								Percent Budget Change	**1.53%**

CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2016

PROGRAM ACTIVITY	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS							
PARK & REC. ADMINISTRATION							
(781)							
Park & Rec Admin Office	534,138	545,060	393,085	533,940	548,130	547,760	
Gen Unallocated Overhead	16,919	15,700	15,016	17,110	17,620	17,620	
Capital Outlay-Park & Rec	21,000	0	0	0	0	0	
PARK & REC. ADMINISTRATION	**572,057**	**560,760**	**408,101**	**551,050**	**565,750**	**565,380**	**4,620**
ADULT PROGRAMS							
(782)							
Adult Crafts	81	0	0	0	0	0	
Fitness Program	18,910	19,080	12,170	19,160	19,080	19,080	
Golf Lessons	1,173	1,170	1,224	1,230	1,220	1,220	
Softball	8,850	7,200	8,834	9,150	8,600	8,600	
Volleyball	550	540	325	540	540	540	
Kickball	821	970	456	970	970	970	
Adult Open Gym	1,345	1,400	1,052	1,400	1,400	1,400	
Volleyball - Summer	797	710	490	620	620	620	
Tennis Lessons	889	700	784	790	730	730	
ADULT PROGRAMS	**33,416**	**31,770**	**25,335**	**33,860**	**33,160**	**33,160**	**1,390**
YOUTH PROGRAMS							
(783)							
Youth Crafts	187	0	204	210	200	200	
Operation Recreation	1,853	2,430	1,941	1,950	1,940	1,940	
Children's Playtime	24,165	22,330	13,506	22,330	22,330	22,330	
Quick Start Tennis	543	900	398	900	900	900	
Start Smart	383	640	175	640	640	640	
Special Events	2,768	3,310	1,163	3,330	3,310	3,310	
YOUTH PROGRAMS	**29,899**	**29,610**	**17,387**	**29,360**	**29,320**	**29,320**	**(290)**
INDEPENDENT PROGRAMS							
(784)							
Municipal Pool	221,528	219,690	218,588	237,370	221,160	221,160	
Sports Clinics	31,250	31,090	30,837	30,860	27,840	27,840	
Dance Lesson Program	16,044	15,910	3,629	15,930	15,930	15,930	
INDEPENDENT PROGRAMS	**268,822**	**266,690**	**253,054**	**284,160**	**264,930**	**264,930**	**(1,760)**

CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2016

PROGRAM ACTIVITY	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PLAYGROUND PROGRAMS							
(785)							
Office and Supervision	1,636	1,610	1,182	1,430	1,460	1,460	
Archery	1,207	2,300	1,712	2,300	2,300	2,300	
Baseball	2,233	2,150	2,000	2,150	2,150	2,150	
Crafts	1,164	1,180	453	550	600	600	
Operation Recreations	37,404	37,870	37,028	40,930	41,990	41,990	
Adventure	7,378	7,310	10,050	10,060	7,500	7,500	
Golf	803	800	536	540	540	540	
Nature Force	1,427	1,430	1,203	1,220	1,220	1,220	
Special Events	4,797	4,550	9,832	9,860	7,640	7,640	
Soccer Instruction	2,151	2,000	2,147	2,210	1,870	1,870	
Tennis - Playgrounds	16,755	16,100	15,790	15,890	15,300	15,300	
Tennis - Accelerated	1,101	1,090	786	790	790	790	
Tot Lot	5,219	5,000	4,786	4,790	4,400	4,400	
TOT Sports	1,107	1,170	1,287	1,350	1,340	1,340	
PLAYGROUND PROGRAMS	**84,382**	**84,560**	**88,792**	**94,070**	**89,100**	**89,100**	**4,540**
OTHER PARK & REC. ACTIVITIES							
(786)							
Doty Cabin	4,567	4,760	3,314	4,180	4,760	4,760	
Classic Boat Show	56	300	268	270	300	300	
Ice Rink Program	3,869	3,300	3,309	3,510	3,300	3,300	
Community Band	7,721	7,900	4,405	7,910	8,100	8,100	
Senior Games	356	400	100	100	400	400	
OTHER PARK & REC. ACTIVITIES	**16,569**	**16,660**	**11,396**	**15,970**	**16,860**	**16,860**	**200**
RIVERSIDE PLAYERS							
(787)							
Production	21,489	25,250	26,115	27,430	24,750	24,750	
RIVERSIDE PLAYERS	**21,489**	**25,250**	**26,115**	**27,430**	**24,750**	**24,750**	**(500)**
PARKS							
(788)							
Parks Operations	816,734	822,890	604,275	834,330	832,000	832,000	
Reimburseable Overtime	(39)	0	(26)	(40)	0	0	
Volunteers In Parks	0	900	0	900	900	900	
City Sculpture Maint	3,799	5,760	3,570	5,570	5,680	5,680	
Riverwalk	52,923	46,160	29,722	49,310	48,390	48,390	
Vandalism	5,815	5,930	5,349	8,460	5,910	5,910	
Boat Launching Repair	795	1,950	865	1,950	1,950	1,950	
PARKS	**880,027**	**883,590**	**643,755**	**900,480**	**894,830**	**894,830**	**11,240**
REGULAR PROGRAMS	**1,906,661**	**1,898,890**	**1,473,935**	**1,936,380**	**1,918,700**	**1,918,330**	**19,440**
					Percent Budget Change		**1.02%**

CITY OF NEENAH
OPERATING BUDGET
*** INDEPENDENT PROGRAMS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAMS								
MUNICIPAL POOL (8405-784)								
0103	Temporary Wages	129,834	126,000	131,510	134,000	130,000	130,000	
0111	Fringes	6,183	6,710	7,003	7,160	7,550	7,550	
0115	Schools/Seminars/Training	2,019	810	1,560	1,560	810	810	
0117	Clothing Allowance	1,534	1,590	1,541	1,610	1,590	1,590	
0123	Auto Allowance	66	80	102	110	80	80	
0211	Maint of Fixed Equipment	3,107	4,200	5,207	5,210	4,300	4,300	
0214	Maint of Buildings	264	870	2,020	2,020	900	900	
0216	Maint of Operating Equip	1,520	1,000	1,622	2,600	1,000	1,000	
0221	Telephone	0	230	0	0	0	0	
0222	Electricity	12,877	13,010	11,174	11,180	10,200	10,200	
0223	Natural Gas	5,656	5,730	2,695	4,200	4,280	4,280	
0224	Water & Sewer	10,807	11,000	1,528	11,000	11,330	11,330	
0225	Commercial Dumpster	1,021	460	886	900	900	900	
0226	Storm Water	5,418	5,960	2,709	5,960	5,960	5,960	
0233	Other Services	140	0	0	0	0	0	
0236	Outside Services	11,608	11,590	11,803	11,810	11,590	11,590	
0237	Pest Control	527	510	395	510	510	510	
0242	Permits	470	470	487	490	490	490	
0301	Office Supplies	177	200	61	70	200	200	
0306	Cleaning/Janitor Supplies	2,417	2,000	2,004	2,010	2,000	2,000	
0311	Fixed Equip Maint Supply	282	0	10	10	0	0	
0314	Building Maintenance	118	1,000	877	1,000	1,000	1,000	
0315	Land Maintenance	468	500	36	590	500	500	
0316	Equip. Maint. Supplies	126	1,000	3,248	3,250	1,000	1,000	
0319	Safety Supplies	880	1,000	1,416	1,420	1,000	1,000	
0320	Small Tools	88	70	0	0	70	70	
0333	All Other Supplies	1,260	500	1,090	1,090	700	700	
0336	Concession Supplies	22,661	23,000	27,479	27,480	23,000	23,000	
0344	Small Equipment	0	200	128	130	200	200	
	MUNICIPAL POOL	**221,528**	**219,690**	**218,591**	**237,370**	**221,160**	**221,160**	**1,470**
SPORTS CLINICS (8411-784)								
0103	Temporary Wages	8,495	8,350	8,335	8,350	8,350	8,350	
0111	Fringes	354	440	439	440	490	490	
0233	Other Services	14,646	14,000	14,428	14,430	12,000	12,000	
0333	All Other Supplies	7,755	8,300	7,635	7,640	7,000	7,000	
	SPORTS CLINICS	**31,250**	**31,090**	**30,837**	**30,860**	**27,840**	**27,840**	**(3,250)**
DANCE LESSONS (8412-784)								
0202	Outside Printing	174	170	175	180	180	180	
0233	Other Services	14,727	14,600	3,454	14,600	14,600	14,600	
0251	Rental	1,143	1,140	0	1,150	1,150	1,150	
	DANCE LESSONS	**16,044**	**15,910**	**3,629**	**15,930**	**15,930**	**15,930**	**20**
INDEPENDENT PROGRAMS		**268,822**	**266,690**	**253,057**	**284,160**	**264,930**	**264,930**	**(1,760)**
							Percent Budget Change	**-0.66%**

CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS							
GENERAL RECEIPTS							
Sun Shine Program	231	220	191	220	220	220	
Non-Taxable Concessions	50	200	0	0	0	0	
Work Permits	4,780	3,000	4,230	4,780	4,780	4,780	
Work Permit State Payment	(4,215)	(3,000)	(3,518)	(4,220)	(4,220)	(4,220)	
Sales Tax Collections	(530)	0	(12,846)	(12,900)	(10,000)	(10,000)	
Sales Tax	59	60	72	80	60	60	
WPRA Ticket Money Collect	14,107	12,490	14,536	14,540	14,110	14,110	
WPRA Ticket Money Payment	(13,510)	(12,100)	(13,966)	(13,970)	(13,510)	(13,510)	
Boat Stall Key Deposit	0	0	290	290	0	0	
GENERAL RECEIPTS	**972**	**870**	**(11,011)**	**(11,180)**	**(8,560)**	**(8,560)**	**(9,430)**
ADULT PROGRAM REVENUE							
Fitness Receipts	21,472	22,400	19,577	22,400	22,400	22,400	
Golf Lessons	1,380	1,380	1,440	1,440	1,440	1,440	
Softball-Team Reg	9,493	9,500	12,150	12,150	12,150	12,150	
Kickball	1,667	1,890	1,750	1,930	1,930	1,930	
Open Gym	1,045	960	749	960	960	960	
Volleyball-Summr Team Fee	1,156	940	720	720	720	720	
Tennis Instruction	751	630	495	500	500	500	
ADULT PROGRAM REVENUE	**36,964**	**37,700**	**36,881**	**40,100**	**40,100**	**40,100**	**2,400**
YOUTH PROGRAM REVENUE							
Youth Program Crafts	285	0	220	460	460	460	
Operation Recreation	3,507	3,490	2,651	2,660	2,630	2,630	
Children's Playtime	42,234	27,540	11,955	27,540	27,500	27,500	
Quick Start Tennis	702	1,240	840	1,240	1,240	1,240	
Start Smart	500	800	480	820	820	820	
Special Events	3,911	4,300	2,811	4,300	4,300	4,300	
YOUTH PROGRAM REVENUE	**51,139**	**37,370**	**18,957**	**37,020**	**36,950**	**36,950**	**(420)**
POOL & REC BLDG REVENUE							
Taxable Concessions	33,437	40,000	45,021	45,030	40,000	40,000	
Pool-Daily Receipts	49,854	56,000	64,777	64,780	56,000	56,000	
Pool-Season Pass Receipts	47,920	47,770	47,189	47,190	47,000	47,000	
Swim Lessons Receipts	44,338	44,570	47,340	47,400	47,000	47,000	
Locker Rental	208	250	280	280	250	250	
POOL & REC BLDG REVENUE	**175,757**	**188,590**	**204,607**	**204,680**	**190,250**	**190,250**	**1,660**
INDEPENDENT PROGRAM REVENUE							
Sports Clinics	33,733	33,810	34,905	34,910	34,760	34,760	
Dance Lessons	19,398	20,670	15,462	20,670	20,670	20,670	
INDEPENDENT PROGRAM REV.	**53,131**	**54,480**	**50,367**	**55,580**	**55,430**	**55,430**	**950**
PLAYGROUND PROGRAM REVENUE							
Archery	1,494	1,540	1,434	1,440	1,430	1,430	
Baseball	1,556	1,560	1,309	1,310	1,310	1,310	
Crafts	1,096	1,060	345	350	350	350	
Operation Recreation	72,397	72,200	66,188	72,200	72,200	72,200	
Adventure	2,840	2,840	2,532	2,540	2,530	2,530	
Golf	980	980	635	640	640	640	
Nature Force	1,740	1,680	1,430	1,430	1,430	1,430	
Special Events	2,496	2,300	7,867	7,870	6,120	6,120	
Soccer Instruction	1,433	1,430	1,613	1,620	1,610	1,610	
Tennis	7,192	7,190	6,615	6,620	6,620	6,620	
Tennis-Accelerated	1,650	1,650	1,230	1,230	1,200	1,200	
Tot Lot	2,184	2,180	2,074	2,080	2,050	2,050	
TOT Sports	855	860	746	750	750	750	
PLAYGROUND PROGRAM REV.	**97,913**	**97,470**	**94,018**	**100,080**	**98,240**	**98,240**	**770**

CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
OTHER PARK & REC. REVENUE							
Doty Cabin	298	300	245	300	300	300	
Classic Boat Show Revenue	50	500	510	510	500	500	
Ice-Rink Taxable Concess	123	200	142	200	200	200	
Community Band	600	700	500	500	700	700	
OTHER PARK & REC. REVENUE	**1,071**	**1,700**	**1,397**	**1,510**	**1,700**	**1,700**	**0**
RIVERSIDE PLAYERS							
Riverside Tickets	23,743	25,000	23,696	25,000	25,000	25,000	
Other Revenues	2,080	2,020	1,545	1,580	1,580	1,580	
Taxable Concessions	1,547	2,960	1,818	2,000	2,000	2,000	
RIVERSIDE PLAYERS	**27,370**	**29,980**	**27,059**	**28,580**	**28,580**	**28,580**	**(1,400)**
PARKS REVENUE							
Rentals - Showmobile	95	100	0	0	0	0	
Rentals - Picnic Kits	125	150	117	150	150	150	
Rentals - Shattuck	138	100	195	200	200	200	
Facility Leases	16,280	14,300	16,100	16,100	16,100	16,100	
Facility User Fees	2,332	2,600	403	2,500	2,500	2,500	
Rentals - Green Park	345	500	635	640	500	500	
Rentals - Memorial Park	4,529	3,300	4,419	4,420	3,300	3,300	
Rentals - Gazebo	497	590	675	680	620	620	
Rentals - Riverside Park	1,808	2,500	4,008	4,010	3,600	3,600	
Rentals - Washington Park	4,731	4,200	5,380	5,380	4,800	4,800	
Rentals -Whiting Boathse	13,865	18,000	21,573	21,580	18,000	18,000	
Rentals - Southview Park	220	20	30	30	20	20	
Rentals -Memorial Pk Open	379	280	300	300	280	280	
Rental-Shattuck BoatStall	7,679	8,700	9,810	9,810	9,320	9,320	
Rentals - Doty Park	900	850	915	920	900	900	
Rentals - Miller Park	0	20	0	0	20	20	
Rental - Great Northern	226	190	240	240	200	200	
Rentals - Douglas Park	38	20	10	10	0	0	
Rentals-Memorial LG Room	6,552	6,500	8,183	8,190	6,500	6,500	
Rental-Memorial SM Room	1,166	850	1,198	1,200	930	930	
Herb & Dolly Smith Park	40	20	0	0	0	0	
Boat Launch User Fees	28,457	28,000	26,326	28,000	28,000	28,000	
PARKS REVENUE	**90,402**	**91,790**	**100,517**	**104,360**	**95,940**	**95,940**	**4,150**
REGULAR PROGRAMS	**534,719**	**539,950**	**522,792**	**560,730**	**538,630**	**538,630**	**(1,320)**
						Percent Budget Change	**-0.24%**

PARKS and RECREATION - Cost Recovery Report
2016 Operating Budget Proposal

Mayor

	2015 Budget				2015 Estimate				2016 Proposed Budget				
Cost Center	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
Administration													
Admin Staff / Office	545,060	870	544,190	0%	533,940	(11,180)	545,120	-2%	547,760	(8,560)	556,320	-2%	12,130
Unallocated Overhead	15,700	0	15,700	0%	17,110	0	17,110	0%	17,620	0	17,620	0%	1,920
Capital Outlay	0	0	0		0	0	0		0	0	0		0
Administration Total	**560,760**	**870**	**559,890**	**0**	**551,050**	**(11,180)**	**562,230**	**-2%**	**565,380**	**(8,560)**	**573,940**	**-2%**	**14,050**
Adult Programs													
Fitness	19,080	22,400	(3,320)	117%	19,160	22,400	(3,240)	117%	19,080	22,400	(3,320)	117%	0
Golf Lessons	1,170	1,380	(210)	118%	1,230	1,440	(210)	117%	1,220	1,440	(220)	118%	(10)
Softball	7,200	9,500	(2,300)	132%	9,150	12,150	(3,000)	133%	8,600	12,150	(3,550)	141%	(1,250)
Family Open Gym	540	0	540	0%	540	0	540	0%	540	0	540	0%	0
Kickball	970	1,890	(920)	195%	970	1,930	(960)	199%	970	1,930	(960)	199%	(40)
Open Gym	1,400	960	440	69%	1,400	960	440	69%	1,400	960	440	69%	0
Volleyball - Summer	710	940	(230)	132%	620	720	(100)	116%	620	720	(100)	116%	130
Tennis	700	630	70	90%	790	500	290	63%	730	500	230	68%	160
Adult Total	**31,770**	**37,700**	**(5,930)**	**119%**	**33,860**	**40,100**	**(6,240)**	**118%**	**33,160**	**40,100**	**(6,940)**	**121%**	**(1,010)**
Youth Programs													
Youth Crafts	0	0	0		210	460	(250)	219%	200	460	(260)	230%	(260)
Operation Recreation	2,430	3,490	(1,060)	144%	1,950	2,660	(710)	136%	1,940	2,630	(690)	136%	370
Children's Playtime	22,330	27,540	(5,210)	123%	22,330	27,540	(5,210)	123%	22,330	27,500	(5,170)	123%	40
Quick Start Tennis	900	1,240	(340)	138%	900	1,240	(340)	138%	900	1,240	(340)	138%	0
Start Smart	640	800	(160)	125%	640	820	(180)	128%	640	820	(180)	128%	(20)
Special Events	3,310	4,300	(990)	130%	3,330	4,300	(970)	129%	3,310	4,300	(990)	130%	0
Youth Total	**29,610**	**37,370**	**(7,760)**	**126%**	**29,360**	**37,020**	**(7,660)**	**126%**	**29,320**	**36,950**	**(7,630)**	**126%**	**130**
Municipal Pool Total	**219,690**	**188,590**	**31,100**	**86%**	**237,370**	**204,680**	**32,690**	**86%**	**221,160**	**190,250**	**30,910**	**86%**	**(190)**
Independent Programs													
Sports Clinics	31,090	33,810	(2,720)	109%	30,860	34,910	(4,050)	113%	27,840	34,760	(6,920)	125%	(4,200)
Dance Lessons	15,910	20,670	(4,760)	130%	15,930	20,670	(4,740)	130%	15,930	20,670	(4,740)	130%	20
Independent Total	**47,000**	**54,480**	**(7,480)**	**116%**	**46,790**	**55,580**	**(8,790)**	**119%**	**43,770**	**55,430**	**(11,660)**	**127%**	**(4,180)**
Playground Programs													
Office	1,610	0	1,610	0%	1,430	0	1,430	0%	1,460	0	1,460	0%	(150)
Archery	2,300	1,540	760	67%	2,300	1,440	860	63%	2,300	1,430	870	62%	110
Baseball	2,150	1,560	590	73%	2,150	1,310	840	61%	2,150	1,310	840	61%	250
Crafts	1,180	1,060	120	90%	550	350	200	64%	600	350	250	58%	130
Operation Recreation	37,870	72,200	(34,330)	191%	40,930	72,200	(31,270)	176%	41,990	72,200	(30,210)	172%	4,120
Adventure	7,310	2,840	4,470	39%	10,060	2,540	7,520	25%	7,500	2,530	4,970	34%	500
Golf	800	980	(180)	123%	540	640	(100)	119%	540	640	(100)	119%	80
Nature Force	1,430	1,680	(250)	117%	1,220	1,430	(210)	117%	1,220	1,430	(210)	117%	40
Special Events	4,550	2,300	2,250	51%	9,860	7,870	1,990	80%	7,640	6,120	1,520	80%	(730)
Soccer Instruction	2,000	1,430	570	72%	2,210	1,620	590	73%	1,870	1,610	260	86%	(310)
Tennis Instruction	16,100	7,190	8,910	45%	15,890	6,620	9,270	42%	15,300	6,620	8,680	43%	(230)
Tennis - Accelerated	1,090	1,650	(560)	151%	790	1,230	(440)	156%	790	1,200	(410)	152%	150
Tot Lot	5,000	2,180	2,820	44%	4,790	2,080	2,710	43%	4,400	2,050	2,350	47%	(470)
Tot Sports	1,170	860	310	74%	1,350	750	600	0%	1,340	750	590	56%	280
Playground Total	**84,560**	**97,470**	**(12,910)**	**115%**	**94,070**	**100,080**	**(6,010)**	**106%**	**89,100**	**98,240**	**(9,140)**	**110%**	**3,770**

PARKS and RECREATION - Cost Recovery Report
2016 Operating Budget Proposal

	2015 Budget				2015 Estimate				2016 Proposed Budget				
Cost Center	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
Other Activities													
Doty Cabin	4,760	300	4,460	6%	4,180	300	3,880	7%	4,760	300	4,460	6%	0
Classic Boat Show	300	500	(200)	167%	270	510	(240)	189%	300	500	(200)	167%	0
Ice Rink Program	3,300	200	3,100	6%	3,510	200	3,310	6%	3,300	200	3,100	6%	0
Community Band	7,900	700	7,200	9%	7,910	500	7,410	6%	8,100	700	7,400	9%	200
Senior Games	400	0	400	0%	100	0	100	0%	400	0	400	0%	0
Other Activities Total	**16,660**	**1,700**	**14,960**	**10%**	**15,970**	**1,510**	**14,460**	**9%**	**16,860**	**1,700**	**15,160**	**10%**	**200**
Riverside Players Total	**25,250**	**29,980**	**(4,730)**	**119%**	**27,430**	**28,580**	**(1,150)**	**104%**	**24,750**	**28,580**	**(3,830)**	**115%**	**900**
Parks													
Operations	822,890	63,790	759,100	8%	834,330	76,360	757,970	9%	832,000	67,940	764,060	8%	4,960
Reimbursable OT	0	0	0	0%	(40)		(40)	0%	0	0	0	0%	0
Volunteers in Parks	900	0	900	0%	900	0	900	0%	900	0	900	0%	0
Sculpture Maintenance	5,760	0	5,760	0%	5,570	0	5,570	0%	5,680	0	5,680	0%	(80)
Shattuck Riverwalk	46,160	0	46,160	0%	49,310	0	49,310	0%	48,390	0	48,390	0%	2,230
Vandalism	5,930	0	5,930	0%	8,460	0	8,460	0%	5,910	0	5,910	0%	(20)
Boat Launch Repair	1,950	28,000	(26,050)	1436%	1,950	28,000	(26,050)	1436%	1,950	28,000	(26,050)	1436%	0
Parks Total	**883,590**	**91,790**	**791,800**	**10%**	**900,480**	**104,360**	**796,120**	**12%**	**894,830**	**95,940**	**798,890**	**11%**	**7,090**
Parks & Rec Total	**$1,898,890**	**$539,950**	**$1,358,940**	**28%**	**$1,936,380**	**$560,730**	**$1,375,650**	**29%**	**$1,918,330**	**$538,630**	**$1,379,700**	**28%**	**$20,760**
Forestry													
Parks	69,600	0	69,600	0%	76,830	0	76,830	0%	77,630	0	77,630	0%	8,030
Invasives Control	6,840	0	6,840	0%	7,570	0	7,570	0%	8,500	0	8,500	0%	1,660
Forestry Total	**$76,440**	**$0**	**$76,440**	**0%**	**$84,400**	**$0**	**$84,400**	**0%**	**$86,130**	**$0**	**$86,130**	**0%**	**$9,690**
CommunityFest	**$45,950**	**$14,000**	**$31,950**	**30%**	**$43,380**	**$14,600**	**$28,780**	**34%**	**$46,940**	**$14,500**	**$32,440**	**31%**	**$490**
Harbor	**$7,950**	**$0**	**$7,950**	**0%**	**$7,700**	**$0**	**$7,700**	**0%**	**$5,650**	**$0**	**$5,650**	**0%**	**($2,300)**
Cemetery	**$243,620**	**$129,800**	**$113,820**	**53%**	**$241,450**	**$103,270**	**$138,180**	**43%**	**$246,190**	**$115,000**	**$131,190**	**47%**	**$17,370**
GRAND TOTAL	**$2,272,850**	**$683,750**	**$1,589,100**	**30%**	**$2,313,310**	**$678,600**	**$1,634,710**	**29%**	**$2,303,240**	**$668,130**	**$1,635,110**	**29%**	**$46,010**

Parks & Recreation	Expenditures	Revenues	Net
Amount Change	$19,440	($1,320)	$20,760
Percent Change	1.02%	-0.24%	1.53%

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation/Public Works	**Budget:** Celebrations and Commemorations
Program: Culture and Recreation	**Submitted by:** E. McCoy/G. Kaiser

Goals/Responsibilities:

CommunityFest

Provide the citizens of Neenah a safe and enjoyable Independence Day festival.

Others

Assist in carrying out other special events partially sponsored by the City. Civic activities benefit residents through participation in and the development of events contributing to local "quality of life".

Activities:

CommunityFest

- Plan and coordinate the July 3 lighted street parade in cooperation with the City of Menasha.
- Coordinate the City of Neenah / Festival Foods Fireworks Display.
- Plan and coordinate all July 4 CommunityFest events in Riverside Park:

Buggy Rides	Water Ski Show	Stage Shows
Novelty Vendors	Pet Show	Little Red, White and Blue Parade
Fun Run	Petting Zoo	Venetian Parade
Food Concessions	Band Concert	Children's Rides and Activities

Others

Provide support for the following events:

- Memorial Day
- Flags/Banners
- United Way
- Labor Day
- Veterans Day
- Christmas Lights
- Homecoming Parade
- Shattuck Concert Series
- Soccer Tournaments
- Sidewalk Sales
- Blood Drives
- Fundraising Walks
- 3 on 3 Basketball Tournament
- Block Parties

2015 Accomplishments:

CommunityFest

- Provided free entertainment and affordable family-friendly activities to celebrate the 4th of July.
- In addition to City funds, $23,370 in donations were received to support activities in both Neenah and Menasha.
- Festival Foods provided a $10,000 sponsorship for the fireworks display.
- Increased social media coverage and promotion of activities.

Others

- Sponsored Shattuck Concert Series in partnership with Future Neenah.
- Coordinated the Shattuck 100th Anniversary events in conjunction with Future Neenah.
- Participated in a cooperative effort with the community in the events listed.

2016 Goals:

CommunityFest

- Continue to manage event primarily with volunteer labor. Provide opportunities for City Council members to assist.

Others

- Continue to support community events that improve quality of life.

Major Increases (Decreases) in 2016 Budget Request:

- None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CELEBRATIONS / COMMEMORATIONS								
4TH OF JULY/COMMUNITYFEST (9401-802)								
0101	Salaries	1,269	1,000	0	0	0	0	
0102	Full Time Hourly Wages	1,162	2,000	1,709	1,710	3,800	3,800	
0103	Temporary Wages	606	800	816	820	800	800	
0104	Overtime Wages	2,029	4,450	3,892	3,900	4,570	4,570	
0110	Health Insurance	840	1,270	990	990	1,410	1,410	
0111	Fringes	1,105	1,780	1,385	1,390	1,960	1,960	
	Personal Services	**7,011**	**11,300**	**8,792**	**8,810**	**12,540**	**12,540**	**1,240**
0236	Outside Services	30,000	30,000	30,000	30,000	30,000	30,000	
0251	Rental	0	0	44	50	0	0	
0252	Rental of Equipment	4,238	4,250	3,955	3,970	4,000	4,000	
	Contractual Services	**34,238**	**34,250**	**33,999**	**34,020**	**34,000**	**34,000**	**(250)**
0333	All Other Supplies	1,634	400	547	550	400	400	
	Supplies & Materials	**1,634**	**400**	**547**	**550**	**400**	**400**	**0**
	4TH OF JULY/COMMUNITYFEST	**42,883**	**45,950**	**43,338**	**43,380**	**46,940**	**46,940**	**990**
OTHER CELE./COMMEMORATIONS (9403-802)								
0102	Full Time Hourly Wages	6,848	5,700	5,058	6,000	6,000	6,000	
0104	Overtime Wages	753	3,320	824	1,000	1,500	1,500	
0110	Health Insurance	3,273	2,670	1,741	2,030	2,230	2,230	
0111	Fringes	2,586	1,970	1,285	1,540	1,710	1,710	
0118	License Renewal	297	300	302	310	310	310	
0124	Meal Allowance	0	20	0	20	20	20	
	Personal Services	**13,757**	**13,980**	**9,210**	**10,900**	**11,770**	**11,770**	**(2,210)**
0236	Outside Services	8,086	7,300	7,300	7,300	7,300	7,300	
0261	Misc Expenditures	850	850	850	850	850	850	
	Contractual Services	**8,936**	**8,150**	**8,150**	**8,150**	**8,150**	**8,150**	**0**
0320	Small Tools	0	50	0	50	50	50	
0333	All Other Supplies	2,384	2,000	2,431	2,440	2,000	2,000	
	Supplies & Materials	**2,384**	**2,050**	**2,431**	**2,490**	**2,050**	**2,050**	**0**
	OTHER CELE./COMMEMORATIONS	**25,077**	**24,180**	**19,791**	**21,540**	**21,970**	**21,970**	**(2,210)**
CELEBRATIONS/COMMEMORATIONS		**67,960**	**70,130**	**63,129**	**64,920**	**68,910**	**68,910**	**(1,220)**
							Percent Budget Change	**-1.74%**

OAK HILL CEMETERY

Department Head

Eileen McCoy

Major Activities

The Department provides for the planning, maintenance and physical operation of the Municipal Cemetery. It manages and maintains 73 acres of land and 4 buildings. Coordinates the work and labor associated with burials, which total approximately 130 per year.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$253,132	$243,620	$246,190	1.05%	$246,190	1.05%
No. of Employees (FTE)	2	2	2	0.00%	2	0.00%

Summary of Executive Recommendations on Variable Cost Options

OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	$28,471	$28,620	$26,500	$26,500	Slight decrease per request.
Overtime	3,121	1,750	3,100	3,100	To meet staffing needs.
Outside Services	17	100	100	100	Maintain 2015 level.
Small Equipment	0	750	750	750	Maintain 2015 level.
Equipment Replacement Fund	3,500	0	0	0	Replacement Fund eliminated.
Total Executive Reductions Recommended				**$0**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation/Finance	**Budget:** Cemetery
Program: Miscellaneous	**Submitted by:** Eileen McCoy

Goals/Responsibilities:
Provide for the planning, maintenance and physical operation of the Municipal Cemetery to assure the citizens of Neenah that this important community resource will be attractive, adequate and operated in an efficient manner.

Activities:
- Plan for development of cemetery land.
- Maintain the grounds and physical facilities.
- Coordinate the work and labor associated with burials.
- Provide public information regarding cemetery policies and the location and availability of lots.
- Provide information and recommendations to the Public Services and Safety Committee regarding cemetery matters.
- Update and maintain records.

2015 Accomplishments:
- Continued to operate with one less full-time employee and increased seasonal help, while maintaining a high standard for property maintenance and customer service.
- Began providing grave opening services for nearby Catholic cemeteries, increasing revenue stream.

2016 Goals:
- Continue to explore new methods of improving cost recovery.

Major Increases (Decreases) in 2016 Budget Request:
None.

Cemetery Statistics	2010	2011	2012	2013	2014	2015 YTD
Graves Sold	54	47	52	75	49	32
Lot Sales	$26,513	$24,566	$25,875	$41,678	$31,545	$28,200
Burials – Regular	44	47	40	53	37	24
Burials – Cremation	32	47	46	42	38	35
Catholic Cemetery Services						
Burials – Regular						3
Burials – Cremation						0

Lot sales go into the general fund to offset the levy.
Lot sales were split between General Fund and Perpetual Care Fund through 2003. Lot sales were used to offset the road improvements in 2004 and 2005.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
OAK HILL CEMETERY								
CEMETERY OPERATIONS (9703-841)								
0101	Salaries	10,052	6,100	4,119	6,100	6,200	6,200	
0102	Full Time Hourly Wages	99,231	99,270	72,079	100,870	101,780	101,780	
0103	Temporary Wages	28,471	28,620	18,167	23,000	26,500	26,500	
0104	Overtime Wages	3,121	1,750	3,717	4,000	3,100	3,100	
0110	Health Insurance	31,020	32,930	24,696	32,930	32,920	32,920	
0111	Fringes	27,194	25,540	18,455	25,540	27,160	27,160	
0115	Schools/Seminars/Training	0	0	115	120	0	0	
0117	Clothing Allowance	988	1,000	1,005	1,010	1,000	1,000	
0124	Meal Allowance	0	10	0	10	10	10	
0127	DOT Emp Notification Prog	0	10	0	10	10	10	
0128	Empl Recognition Awards	20	80	75	80	0	0	
	Personal Services	**200,097**	**195,310**	**142,428**	**193,670**	**198,680**	**198,680**	**3,370**
0206	Advertising & Publication	113	120	0	120	120	120	
0213	Maint of Motor Vehicles	0	200	0	200	200	200	
0214	Maintenance of Buildings	664	300	384	390	300	300	
0216	Maint of Operating Equip	39	600	0	600	600	600	
0218	Maint of Software	0	0	0	0	150	150	
0221	Telephone	45	320	200	300	300	300	
0222	Electricity	3,388	4,150	1,860	3,660	3,730	3,730	
0223	Natural Gas	899	970	409	800	820	820	
0224	Water & Sewer	452	760	417	700	720	720	
0225	Commercial Dumpster	462	770	547	700	720	720	
0226	Storm Water	4,221	5,630	4,221	5,630	5,630	5,630	
0227	Cellular Telephone	221	250	122	230	230	230	
0236	Outside Services	17	100	0	100	100	100	
0237	Pest Control	0	200	0	200	200	200	
0241	Tree Planting & Landscape	409	1,500	1,937	1,940	1,500	1,500	
0252	Rental of Equipment	0	150	0	150	150	150	
0255	IS Service / Internal	8,865	9,440	7,080	9,440	9,690	9,690	
0293	Maint of Motor Veh/Fleet	773	1,000	673	1,200	1,000	1,000	
0294	Oil and Fluids/Fleet	0	0	37	50	50	50	
0296	Maint of Oper Eq/Fleet	8,199	4,000	3,900	4,100	4,100	4,100	
	Contractual Services	**28,767**	**30,460**	**21,787**	**30,510**	**30,310**	**30,310**	**(150)**
0301	Office Supplies	97	50	5	50	50	50	
0303	Computer Operation Supply	566	500	68	500	500	500	
0306	Cleaning/Janitor Supplies	1,058	900	546	900	900	900	
0310	Gasoline & Oil	6,623	7,350	3,318	6,500	6,700	6,700	
0313	Motor Vehicle Maint Suppl	50	400	37	400	400	400	
0314	Building Maint Supplies	514	800	156	800	800	800	
0315	Land Maint Supplies	2,305	1,800	632	1,800	1,800	1,800	
0316	Equipment Maint Supplies	3,124	3,000	3,532	3,250	3,000	3,000	
0319	Safety Supplies	367	300	154	300	300	300	
0320	Small Tools	71	500	61	500	500	500	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	0	750	0	750	750	750	
0345	Shop Supplies	515	400	320	400	400	400	
0376	Marker/Monument Foundtion	5,478	1,000	1,016	1,020	1,000	1,000	
	Supplies & Materials	**20,768**	**17,850**	**9,845**	**17,270**	**17,200**	**17,200**	**(650)**
	CEMETERY OPERATIONS	**249,632**	**243,620**	**174,060**	**241,450**	**246,190**	**246,190**	**2,570**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY (9781-841)								
8135	Misc Replacement Fund	3,500	0	0	0	0	0	
	Capital Outlay	**3,500**	**0**	**0**	**0**	**0**	**0**	**0**
	CAPITAL OUTLAY	**3,500**	**0**	**0**	**0**	**0**	**0**	**0**
	TOTAL EXPENDITURES	**253,132**	**243,620**	**174,060**	**241,450**	**246,190**	**246,190**	**2,570**
							Percent Budget Change	**1.05%**
	TOTAL REVENUES	**110,904**	**129,800**	**70,269**	**103,270**	**115,000**	**115,000**	**(14,800)**
							Percent Budget Change	**-11.40%**
	NET EFFECT ON LEVY	**142,228**	**113,820**	**103,791**	**138,180**	**131,190**	**131,190**	**17,370**
							Percent Budget Change	**15.26%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Parks and Recreation	**Budget:** Cemetery Operations
	Program: Miscellaneous	**Submitted by:** Eileen McCoy

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Cemetery Foreman	Grade I4	1.00	Grade I4	1.00	$55,140	$55,140	$55,930
Caretaker (Tier 98)	Grade E4	1.00	Grade E4	1.00	45,340	45,340	45,460
Subtotal		2.00		2.00	$100,480	$100,480	$101,390
OTHER COMPENSATION							
Accrued Wages	-		-		390	390	390
Overtime (40 Hours) (Reimbursable)	-		-		1,750	4,000	3,100
TEMPORARY	8.25-13.21/hr.		8.25-13.21/hr.		28,620	23,000	26,500
TOTAL	XXX	2.00	XXX	2.00	$131,240	$127,870	$131,380

FORESTRY

Department Head

Gerry Kaiser/Eileen McCoy

Major Activities

The Department plants, prunes and cares for the 17,000 park trees and 3,600 street trees. It guards all trees and shrubs in both public and private areas within the City against the spread of disease, insects or pests.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$222,267	$253,250	$266,580	5.26%	$266,360	5.18%

# of Employees (FTE)		Included in Public Works and Parks & Recreation sections.

Summary of Executive Recommendations on Variable Cost Options

RIGHT-OF-WAY/PARKS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Overtime	$600	$600	$1,370	$1,200	Reduce increase slightly.
Temporary Wages	950	950	1,000	1,000	To meet staffing needs.
Schools/Training/Conferences/Meetings	500	500	500	450	Reduce by 10%.
Tree Planting & Landscape/R.O.W.	12,000	12,000	12,000	12,000	Continue program at same level.
Tree Planting & Landscape/Parks	2,850	2,850	3,000	3,000	Continue program at same level.
Outside Services	500	500	500	500	Maintain 2015 level.
Small Equipment	1,030	1,030	930	930	Per department request.
INVASIVE SPECIES CONTROL					
Overtime	0	0	200	200	To meet growing needs.
Temporary Wages	100	100	1,000	1,000	To meet growing needs.
Total Executive Reductions Recommended				**$220**	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Parks and Recreation/Public Works	**Budget:** City-Wide Forestry Program
	Program: Miscellaneous	**Submitted by:** E. McCoy/G. Kaiser

Goals/Responsibilities:
It is the planned policy of the City to regulate and control the planting, transplanting, removal, maintenance and protection of trees and shrubs in or upon all public areas and terrace areas of the City in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, sidewalks or other public areas; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, street, sidewalk or other public property; to prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs within public areas; and, to guard all trees and shrubs in both public and private areas within the City against the spread of disease, insects or pests.

This program is under the joint management of the Public Works and Parks and Recreation departments.

Activities:
Establish and keep current a City tree plan regarding supervised care, preservation, pruning, planting, replanting, removal and disposal of trees and brush from all parks and public right-of-ways or other areas where they interfere with City property. Establish and publicize pruning standards for trees in both private and public areas. Remove debris after storms. Maintain clearance over streets and sidewalks. Remove diseased and structurally hazardous trees.

2015 Accomplishments:
- Planted 200 trees in cemetery, parks, terraces, and other public property throughout the City.
- Removed 200 public trees that were in poor condition, structurally deficient, or otherwise undesirable throughout the City.
- Pruned over 1,000 public trees throughout the city.
- Continued executing Emerald Ash Borer Management plan by removing and replanting 91 ash trees in parks and cemetery, and 40 ash trees on terraces throughout the City. Continued monitoring for presence of EAB.
- Continued monitoring and suppression program for gypsy moths.
- Continued to updated tree inventory and incorporate into GIS System.
- Chipped brush to reduce landfill fees. Supplied wood chips free to the public. Sold mulch made from leaves.

2016 Goals/Plans:
- Continue executing EAB Management Plan with emphasis on replanting each ash tree that is removed.
- Continue exploring cost-reducing options for ash wood waste.
- Continue aggressively removing old diseased terrace trees before they fall and cause damage. Continue replanting new trees in place of removed trees (second priority of City Comprehensive Tree Plan).
- Continue updating and managing tree inventory on GIS.
- Continue managing gypsy moth and other invasive species.
- Continue having new residential development contribute $150/lot to Carpenter Tree Fund. Money to be used for planting terrace trees in subdivisions when curb and gutter is installed.

Major Increases (Decreases) in 2016 Budget Request:
None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CITY-WIDE FORESTRY PROGRAM								
PUBLIC RIGHT-OF-WAY (8902-735)								
0101	Salaries	4,315	4,600	3,091	4,600	4,600	4,600	
0102	Full Time Hourly Wages	72,852	80,000	73,193	85,000	81,000	81,000	
0103	Temporary Wages	68	50	71	80	0	0	
0104	Overtime Wages	356	300	477	500	1,070	900	
0110	Health Insurance	21,015	24,800	22,430	26,200	25,440	25,440	
0111	Fringes	17,138	18,660	16,877	19,840	19,740	19,740	
0115	Schools/Seminars/Training	770	200	0	200	200	150	
	Personal Services	**116,514**	**128,610**	**116,139**	**136,420**	**132,050**	**131,830**	**3,220**
0202	Outside Printing	0	0	0	0	0	0	
0216	Maint of Operating Equip	0	0	0	0	0	0	
0236	Outside Services	0	500	115	500	500	500	
0241	Tree Planting & Landscape	12,315	12,000	11,933	11,940	12,000	12,000	
0293	Maint of Motor Veh/Fleet	12,250	15,000	9,968	13,000	15,000	15,000	
0294	Oil and Fluids/Fleet	667	1,100	1,113	1,120	1,100	1,100	
0296	Maint of Oper Eq/Fleet	5,755	6,000	4,615	5,000	6,000	6,000	
	Contractual Services	**30,987**	**34,600**	**27,744**	**31,560**	**34,600**	**34,600**	**0**
0310	Gasoline & Oil	11,706	9,500	8,656	9,500	9,800	9,800	
0316	Equipment Maint Supplies	1,040	500	216	400	500	500	
0319	Safety Supplies	418	800	536	800	800	800	
0320	Small Tools	426	500	8	200	500	500	
0333	All Other Supplies	1,611	700	533	540	700	700	
0339	Tires & Tire Maintance	0	1,200	1,008	1,200	1,200	1,200	
0344	Small Equipment	0	400	0	400	300	300	
	Supplies & Materials	**15,201**	**13,600**	**10,957**	**13,040**	**13,800**	**13,800**	**200**
	PUBLIC RIGHT-OF-WAY	**162,702**	**176,810**	**154,840**	**181,020**	**180,450**	**180,230**	**3,420**
							Percent Budget Change	**1.93%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PARKS	**(8903-788)**							
0101	Salaries	2,983	4,200	2,735	4,200	4,200	4,200	
0102	Full Time Hourly Wages	29,401	37,000	29,237	42,200	42,200	42,200	
0103	Temporary Wages	84	900	143	1,000	1,000	1,000	
0104	Overtime Wages	302	300	0	300	300	300	
0110	Health Insurance	8,932	12,600	9,243	12,600	13,780	13,780	
0111	Fringes	6,934	8,970	6,794	10,120	10,370	10,370	
0115	Schools/Seminars/Training	350	300	0	300	300	300	
0118	License Renewal	100	100	0	100	100	100	
	Personal Services	**49,086**	**64,370**	**48,152**	**70,820**	**72,250**	**72,250**	**7,880**
0204	Conference & Meetings	480	300	210	210	300	300	
0207	Dues and Memberships	330	350	350	350	350	350	
0216	Maint of Operating Equip	0	100	44	350	100	100	
0236	Outside Services	0	0	0	100	0	0	
0241	Tree Planting & Landscape	2782	2850	3,370	3,370	3,000	3,000	
	Contractual Services	**3,592**	**3,600**	**3,974**	**4,380**	**3,750**	**3,750**	**150**
0308	Books & Periodicals	246	100	27	100	100	100	
0316	Equipment Maint. Supplies	162	200	0	200	200	200	
0319	Safety Supplies	110	200	0	200	200	200	
0320	Small Tools	86	400	0	400	400	400	
0333	All Other Supplies	26	100	0	100	100	100	
0344	Small Equipment	1,241	630	0	630	630	630	
	Supplies & Materials	**1,871**	**1,630**	**27**	**1,630**	**1,630**	**1,630**	**0**
	PARKS	**54,549**	**69,600**	**52,153**	**76,830**	**77,630**	**77,630**	**8,030**
							Percent Budget Change	**11.54%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	3,023	1,000	594	1,000	1,000	1,000	
0102	Full Time Hourly Wages	25	3,000	76	3,000	3,000	3,000	
0103	Temporary Wages	0	100	0	500	1,000	1,000	
0104	Overtime Wages	0	0	0	200	200	200	
0110	Health Insurance	1,318	1,180	198	1,180	1,470	1,470	
0111	Fringes	650	860	141	990	1,130	1,130	
	Personal Services	**5,016**	**6,140**	**1,009**	**6,870**	**7,800**	**7,800**	**1,660**
0203	Postage	0	100	0	100	100	100	
0206	Advertising & Publication	0	100	0	100	100	100	
	Contractual Services	**0**	**200**	**0**	**200**	**200**	**200**	**0**
0333	All Other Supplies	0	500	0	500	500	500	
	Supplies & Materials	**0**	**500**	**0**	**500**	**500**	**500**	**0**
	INVASIVE SPECIES CONTROL	**5,016**	**6,840**	**1,009**	**7,570**	**8,500**	**8,500**	**1,660**
							Percent Budget Change	**24.27%**
	TOTAL CITY WIDE FORESTRY	**222,267**	**253,250**	**208,002**	**265,420**	**266,580**	**266,360**	**13,110**
							Percent Budget Change	**5.18%**

TAX REFUNDS/SPECIAL RESERVES AND ESCROWS

Department Head

Michael K. Easker

Major Activities

This budget section accounts for certain reserves and contingency costs, as well as other costs anticipated to affect city-wide operations. This includes annual wage and fringe benefit costs and emergency contingencies not already included in departmental budgets as well as adjustments to line items that affect multiple city departmental budgets.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$28,220	$28,220	$313,800	1011.98%	$224,500	695.54%
No. of Employees (FTE)	n/a	n/a	n/a	n/a	n/a	n/a

Summary of Executive Recommendations on Variable Cost Options

SPECIAL RESERVES OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Non-Rep Wage/Fringe (2% 1/1/16)	$0	$0	$104,220	$78,160	1% - 1/1/16 & 1% - 7/1/16.
Health Insurance Increase (10%)	0	0	173,440	0	Move to Network Health Plan.
Non-Rep Wage/Fringe - Mid-Point Adj.	0	0	59,250	14,810	Make effective 10/1/16.
Non-Rep Wage/Fringe - Grade Adj.	0	0	33,180	0	Carryforward from 2015.
City-Wide Electricity/2015 is Est. Actual	295,577	300,790	306,710	300,570	2% reduction.
City-Wide Nat. Gas/2015 is Est. Actual	99,194	78,480	85,200	76,680	10% reduction.
City-Wide Gas/Oil/2015 is Est. Actual	272,619	223,090	236,230	222,050	6% reduction
City-Wide Printing/Copying	36,977	39,040	38,400	31,000	New vendor contract.
City-Wide Internal I/S Services	532,268	618,950	667,890	589,490	Budget I/S operating costs only.
TAX REFUNDS					
Funding for Property Tax Refunds	5,000	5,000	10,000	7,500	Increase to fund recent claims.
Total Executive Reductions Recommended				**$89,300**	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Tax Refunds Reserve/ Special Reserves and Escrows
	Program: Miscellaneous	**Submitted by:** Michael Easker

TAX REFUNDS RESERVE

This budget is set up to provide a funded reserve for returning taxpayer overpayments resulting from:

a) Board of Review decisions on property valuations.
b) Litigation settlements on property valuations.
c) Other major adjustments.
d) Assessment corrections.

The 2016 request of $10,000 is an increase of $5,000 and is based upon the average of refunds for corrections and claims on recent tax rolls. The amount will be transferred to a clearing account from which all tax refunds are issued. Due to a number of large refunds in recent years, that clearing account currently has a negative balance of approximately $20,000.

SPECIAL RESERVES AND ESCROWS

This cost center is designed to absorb the charges which are contingent upon events anticipated to occur in the coming year but for which sufficient data is not yet available to prepare a detailed budgetary plan.

Wages/Fringes/Health (Non-Rep Employees)	Requested
Salaries/Wages	$ 86,780
Fringe Benefits	17,440
Health Insurance	173,440
Total	$277,660
Salaries/Wages - Mid-Point/Other Adj. (Non-Rep Employees only)	$80,000
Fringe Benefits – Mid-Point/Other Adj. (Non-Rep Employees only)	14,800
Total	$94,800

Major Increases (Decreases) in 2016 Budget Request:
Wages/Fringes/Health provides an amount for 2015 wage and fringe benefit adjustments. The full impact of existing contractual wage increases (Fire/Rescue only) are included in their departmental operating budget.

The amount above of $104,220 is the projected average wage/fringe cost at a 2.0% wage increase for 2016 for non-represented employees funded by the City's General Fund. This increase would vary by employee depending upon how increases are ultimately distributed through the merit pay plan rules still currently being formulated. The additional $173,440 represents a 10% increase in health insurance premiums for those same employees funded by the City's General Fund. Wages/Fringes/Health increases for employees working in other funds (I/S, Fleet Management, Parking, Storm Water and Recycling) are budgeted for in those funds, while the commensurate increases for Library employees are found within the Library budget.

The above amount of $94,800 represents the additional cost associated with providing all current non-represented employees that are 1). Below the mid-point of the pay grade an adjustment to move their salary closer to the grade mid-point, or 2). Subject to a position regrade based upon position reclassifications approved in 2015. These adjustments would vary by employee depending upon how the adjustments are ultimately distributed through the merit pay plan rules as approved by the common council.

- Note: Mayoral adjustments to line items that are multi-departmental are also included in this budget section.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
TAX REFUNDS (2605-721)								
0261	Misc Expenditures	32,741	5,000	5,000	5,000	10,000	7,500	**2,500**
	Contractual Services	**32,741**	**5,000**	**5,000**	**5,000**	**10,000**	**7,500**	**2,500**
	TAX REFUNDS	**32,741**	**5,000**	**5,000**	**5,000**	**10,000**	**7,500**	**2,500**
							Percent Budget Change	**50.00%**

SPECIAL RESERVES & ESCROWS (2603-721)								
0101	Salaries	0	105,390	0	0	86,780	65,120	
0110	Health Insurance	0	2,890	0	0	173,440	0	
0111	Fringes	0	19,410	0	0	17,440	13,080	
0140	Midpoint/Other Adj Wages	0	10,880	0	0	80,000	12,500	
0141	Midpoint/Other Adj Fringe	0	1,620	0	0	14,800	2,270	
	Personal Services	**0**	**140,190**	**0**	**0**	**372,460**	**92,970**	**(47,220)**
0222	Electricity	0	(5,900)	0	0	0	(6,140)	
0223	Natural Gas	0	0	0	0	0	(8,520)	
0254	Internal I/S Services	0	0	0	0	0	(76,290)	
0255	Printing/Copying	0	0	0	0	0	(7,400)	
0261	Misc Expenditures	88	0	0	0	0	0	
	Contractual Services	**0**	**(5,900)**	**0**	**0**	**0**	**(98,350)**	**(92,450)**
0310	Gasoline & Oil	0	0	0	0	0	(14,180)	
	Supplies & Materials	**0**	**0**	**0**	**0**	**0**	**(14,180)**	**(14,180)**
	SPECIAL RESERVES & ESCROWS	**0**	**134,290**	**0**	**0**	**372,460**	**(19,560)**	**(153,850)**
								-114.57%

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** All TIF's
Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

All TIF Districts
2016 Proposed Budget

Description: This budget is a summary of all Tax Incremental Financing District Special Revenue Funds as described above.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
All TIF Funds				
Fund Balance (Deficit), January 1	($6,389,173)	($6,310,531)	($6,310,531)	($6,351,814)
Revenues				
Property Tax Increment	$3,930,694	$4,184,395	$4,226,878	$4,238,116
Computer Exemption Aid	416,760	503,452	508,563	540,962
Interest Income - Debt Reserve	3,480	4,000	4,000	4,000
Interest Income/Miscellaneous	116,290	4,000	4,000	6,000
Total Revenues	4,467,224	4,695,847	4,743,441	4,789,078
Expenditures				
Transfer to Debt Service Fund	3,812,812	3,780,124	3,780,124	4,015,600
Transfer to General Fund-Admin	266,900	290,800	351,000	351,000
Transfer to General Fund-Interest	5,005	16,800	13,000	13,000
Developer Increment Reimburseme	296,600	296,600	296,600	296,600
Transfer-TIF #8 Capital Project Fun	0	170,000	340,000	170,000
Sundry Costs/Miscellaneous	7,265	4,000	4,000	6,000
Total Expenditures	4,388,582	4,558,324	4,784,724	4,852,200
Excess Revenues Over (Under) Expenditures	78,642	137,523	(41,283)	(63,122)
Fund Balance (Deficit), December 31	($6,310,531)	($6,173,008)	($6,351,814)	($6,414,936)
Cash Advance from Debt Service Levy (2012-15)	2,700,000	3,600,000	3,600,000	3,600,000
Cash Advance from Debt Service Levy (2016)	0	0	0	900,000
Net Cash Surplus (Deficit)	($3,610,531)	($2,573,008)	($2,751,814)	($1,914,936)

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	TIF #5 Fund
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

TIF #5 Fund (Downtown Business District)
2016 Proposed Budget

Description: The area within TID #5 contains several sites needing redevelopment or rehabilitation. Based on location and market demand, these sites are expected to develop for uses such as office, parking, commercial and residential. Sites at the north end of the district require more immediate attention, and should be redeveloped or rehabilitated within one to four years. Sites nearer the southern end of the district could be expected to require three to ten years before redevelopment or rehabilitation is viable.

Created: 01/01/1993
Amendment #1: 01/01/1999
Amendment #2: 01/01/2007
Max Exp. Date: 04/21/2015
Max Close Date: 12/31/2020

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TIF #5				
Fund Balance (Deficit), January 1	($950,282)	($747,159)	($747,159)	($492,151)
Revenues				
Property Tax Increment	219,333	224,677	226,958	233,659
Computer Exemption Aid	141,281	224,764	227,046	163,434
Interest Income/Miscellaneous	38,160	1,000	1,000	1,000
Total Revenues	398,774	450,441	455,004	398,093
Expenditures				
Transfer to Debt Service Fund	132,599	136,996	136,996	234,813
Transfer to General Fund-Admin	62,600	62,800	61,000	61,000
Transfer to General Fund-Interest	506	1,800	1,000	1,000
Sundry Costs/Miscellaneous	(54)	1,000	1,000	1,000
Total Expenditures	195,651	202,596	199,996	297,813
Excess Revenues Over (Under) Expenditures	203,123	247,845	255,008	100,280
Fund Balance (Deficit), December 31	($747,159)	($499,314)	($492,151)	($391,871)
Cash Advance from Debt Service Levy (2012-15)	0	0	0	0
Cash Advance from Debt Service Levy (2016)	0	0	0	0
Net Cash Surplus (Deficit)	($747,159)	($499,314)	($492,151)	($391,871)

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** TIF #6 Fund
	Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

TIF #6 Fund (Southpark Industrial Center)
2016 Proposed Budget

Description: The area within TID #6 is designed to enable the City to provide manufacturing building sites in a planned business park setting. The primary project costs are for land acquisition and infrastructure, development (sanitary sewer, storm water, water main, street construction, electric power, street lighting). Additional costs include necessary site preparation, signage and landscaping costs, and necessary planning, administration, engineering and marketing costs.

Created: 01/01/1997

Amendment #1: 01/01/2007

Max Exp. Date: 03/19/2015

Max Close Date: 12/31/2020

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TIF #6				
Fund Balance (Deficit), January 1	($1,547,165)	($1,792,570)	($1,792,570)	($1,593,778)
Revenues				
Property Tax Increment	388,986	713,452	720,696	724,675
Computer Exemption Aid	1,667	22,053	22,276	84,895
Interest Income/Miscellaneous	28	1,000	1,000	1,000
Total Revenues	390,681	736,505	743,972	810,570
Expenditures				
Transfer to Debt Service Fund	388,026	294,580	294,580	287,687
Transfer to General Fund-Admin	46,100	46,000	46,000	46,000
Transfer to General Fund-Interest	500	2,000	2,000	2,000
Developer Increment Reimburseme	201,600	201,600	201,600	201,600
Sundry Costs/Miscellaneous	(140)	1,000	1,000	1,000
Total Expenditures	636,086	545,180	545,180	538,287
Excess Revenues Over (Under) Expenditures	(245,405)	191,325	198,792	272,283
Fund Balance (Deficit), December 31	($1,792,570)	($1,601,245)	($1,593,778)	($1,321,495)
Cash Advance from Debt Service Levy (2012-15)	750,000	1,000,000	1,000,000	1,000,000
Cash Advance from Debt Service Levy (2016)	0	0	0	250,000
Net Cash Surplus (Deficit)	($1,042,570)	($601,245)	($593,778)	($71,495)

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** TIF #7 Fund
Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

TIF #7 Fund (Westside Business Corridor)
2016 Proposed Budget

Description: The area within TID #7 is an area including commercial development adjacent to Winneconne Avenue/Green Bay Road, the West Towne Village business district and Bridgewood golf, commercial and housing developments. Areas for development are in need of redevelopment/rehabilitation due to prolonged underutilization and associated physical and economic obsolescence. Proposed project costs and improvements include utility and access improvements, land acquisition, design and engineering, beautification/signage, planning/project support.

Created: 01/01/2000

Amendment #1: 01/01/2002
Amendment #2: 01/01/2005
Amendment #3: 01/01/2006
Amendment #4: 01/01/2012

Max Exp. Date: 07/04/2022

Max Close Date: 12/31/2027

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TIF #7				
Fund Balance (Deficit), January 1	$419,378	$1,048,277	$1,048,277	$1,652,992
Revenues				
Property Tax Increment	1,953,556	1,928,256	1,947,833	1,967,851
Computer Exemption Aid	68,037	55,468	56,031	52,653
Interest Income/Miscellaneous	2,069	1,000	1,000	1,000
Total Revenues	2,023,662	1,984,724	2,004,864	2,021,504
Expenditures				
Transfer to Debt Service Fund	1,220,850	1,213,149	1,213,149	1,204,325
Transfer to General Fund-Admin	79,100	91,000	91,000	91,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimburseme	95,000	95,000	95,000	95,000
Sundry Costs/Miscellaneous	(187)	1,000	1,000	1,000
Total Expenditures	1,394,763	1,400,149	1,400,149	1,391,325
Excess Revenues Over (Under) Expenditures	628,899	584,575	604,715	630,179
Fund Balance (Deficit), December 31	$1,048,277	$1,632,852	$1,652,992	$2,283,171
Cash Advance from Debt Service Levy (2012-15)	0	0	0	0
Cash Advance from Debt Service Levy (2016)	0	0	0	0
Net Cash Surplus (Deficit)	$1,048,277	$1,632,852	$1,652,992	$2,283,171

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** TIF #8 Fund
Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

TIF #8 Fund (Downtown/Doty Island Redevelopment)
2016 Proposed Budget

Description: The area within TID #8 includes the Doty Island Business District as well as key downtown business sites. The sites have been planned for and are expected to develop as a combination of commercial and residential use properties. The Doty Island plan is to retain significant older buildings that contribute to the charm and character of the business district; promote redevelopment at sites that can strengthen neighborhood retail and service offerings; and, maximize opportunity for existing businesses to stay and grow on the island. In certain instances, the revitalization strategy is a joint effort of the City and Neenah Community Development Authority (CDA).

Created:	01/01/2001
Amendment #1:	01/01/2002
Amendment #2:	01/01/2004
Amendment #3:	01/01/2005
Amendment #4:	01/01/2008
Max Exp. Date:	09/04/2023
Max Close Date:	12/31/2028

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TIF #8				
Fund Balance (Deficit), January 1	($4,311,104)	($4,819,079)	($4,819,079)	($5,856,877)
Revenues				
Property Tax Increment	1,368,819	1,318,010	1,331,391	1,311,931
Computer Exemption Aid	205,775	201,167	203,210	239,980
Interest Income - Debt Reserve	3,480	4,000	4,000	4,000
Interest Income/Miscellaneous	76,033	1,000	1,000	1,000
Total Revenues	1,654,107	1,524,177	1,539,601	1,556,911
Expenditures				
Transfer to Debt Service Fund	2,071,337	2,135,399	2,135,399	2,242,838
Transfer to General Fund-Admin	79,100	91,000	91,000	91,000
Transfer to General Fund-Interest	3,999	13,000	10,000	10,000
Transfer-TIF #8 Capital Project Fun	0	170,000	340,000	170,000
Sundry Costs/Miscellaneous	7,646	1,000	1,000	1,000
Total Expenditures	2,162,082	2,410,399	2,577,399	2,514,838
Excess Revenues Over (Under) Expenditures	(507,975)	(886,222)	(1,037,798)	(957,927)
Fund Balance (Deficit), December 31	($4,819,079)	($5,705,301)	($5,856,877)	($6,814,804)
Cash Advance from Debt Service Levy (2012-15)	1,950,000	2,600,000	2,600,000	2,600,000
Cash Advance from Debt Service Levy (2016)	0	0	0	650,000
Net Cash Surplus (Deficit)	($2,869,079)	($3,105,301)	($3,256,877)	($3,564,804)

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** TIF #9 Fund
Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

TIF #9 Fund (US Hwy 41 Industrial Corridor)
2016 Proposed Budget

Description: The area within TID #9 includes an industrial corridor west of Interstate 41 between Breezewood Lane/Bell Street to the north and CTH G to the south. The area within the District is in need of redevelopment/rehabilitation due to the underutilization and physical and economic obsolescence. Proposed project costs include utility and access improvements, redevelopment assistance and planning/ project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 03/17/2036
Max Close Date: 12/31/2041

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TIF #6				
Fund Balance (Deficit), January 1	$0	$0	$0	($31,000)
Revenues				
Property Tax Increment	0	0	0	0
Computer Exemption Aid	0	0	0	0
Interest Income/Miscellaneous	0	0	0	1,000
Total Revenues	0	0	0	1,000
Expenditures				
Transfer to Debt Service Fund	0	0	0	3,374
Transfer to General Fund-Admin	0	0	31,000	31,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursemei	0	0	0	0
Sundry Costs/Miscellaneous	0	0	0	1,000
Total Expenditures	0	0	31,000	35,374
Excess Revenues Over (Under) Expenditures	0	0	(31,000)	(34,374)
Fund Balance (Deficit), December 31	$0	$0	($31,000)	($65,374)
Cash Advance from Debt Service Levy (2012-15)	0	0	0	0
Cash Advance from Debt Service Levy (2016)	0	0	0	0
Net Cash Surplus (Deficit)	$0	$0	($31,000)	($65,374)

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** TIF #10 Fund
Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

TIF #10 Fund (Near Downtown District)
2016 Proposed Budget

Description: The area within TID #10 includes an area on the west end of the Central Business District between the Neenah Slough to the west, Arrowhead Park to the north, Smith Street to the south, and Church Street to the east. The area within the District includes industrial, residential, commercial, retail and open space uses and at least 50% of the property within the District is defined as blighted. Several areas within the District have been identified as redevelopment sites and are expected to develop as a combination of commercial, office and/or residential uses. The proposed project costs include parking, utility and access improvements, redevelopment assistance, beautification/ signage/public space, and planning/project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 08/04/2036
Max Close Date: 12/31/2041

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TIF #6				
Fund Balance (Deficit), January 1	$0	$0	$0	($31,000)
Revenues				
Property Tax Increment	0	0	0	0
Computer Exemption Aid	0	0	0	0
Interest Income/Miscellaneous	0	0	0	1,000
Total Revenues	0	0	0	1,000
Expenditures				
Transfer to Debt Service Fund	0	0	0	42,563
Transfer to General Fund-Admin	0	0	31,000	31,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimburseme	0	0	0	0
Sundry Costs/Miscellaneous	0	0	0	1,000
Total Expenditures	0	0	31,000	74,563
Excess Revenues Over (Under) Expenditures	0	0	(31,000)	(73,563)
Fund Balance (Deficit), December 31	$0	$0	($31,000)	($104,563)
Cash Advance from Debt Service Levy (2012-15)	0	0	0	0
Cash Advance from Debt Service Levy (2016)	0	0	0	0
Net Cash Surplus (Deficit)	$0	$0	($31,000)	($104,563)

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Community Develop. Block Grant Program
Program: Special Revenue Funds	**Submitted by:** Chris Haese

Community Development Block Grant Program
2016 Proposed Budget

The City of Neenah has been a recipient of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (H.U.D.) since 1984, and receives a formula-based grant annually.

The primary objective of the Community Development Block Grant program is to make the community a better place in which to live and work, especially for low and moderate income persons.

Annually, the City establishes a program of activities to be undertaken with these funds. The adoption of the program by the Common Council follows a series of opportunities for citizen participation in the formulation of the activities to be funded. The Community Development Block Grant has a program year starting date of June 1. Working within the regulations prescribed by H.U.D., the annual program is established within which at least 70% of the direct activity expenditures benefit low and moderate income persons. Remaining activity expenditures support redevelopment and blight elimination activities. In addition, funds are designated to support the City's administrative costs in carrying out the program.

In 2015 the program provided funds to improve low income housing conditions, to provide new homeownership opportunities, to improve community services for low income households, to assist small businesses, and to support program administration.

In establishing the 2016 program, the City will seek citizen input as it develops activities. Approximately 70% or more of the program will continue to benefit low and moderate income persons. These activities will include a broad range of housing programs, community service programs, and/or job creation opportunities.

Requests for 2016 funds will be reviewed by the Community Development Department and Mayor. Recommendations will then be submitted to the Common Council for approval early in 2016.

	2003-2014 Grant		2015 Grant		2016
	Allocation	2015 Exp.	Allocation	2015 Exp.	Budget
Grant Funds Available	$493,669	$493,669	$186,093	$186,093	$175,000
ALLOCATIONS					
Direct					
Low/Moderate Income Households	$366,794	$97,818	$97,093	$36,093	$118,000
Redevelopment & Blight Elimination	89,358	35,875	48,000	24,000	24,000
Community Planning & Projects	20,000	7,600	16,000	4,000	8,000
Transfers					
Administration	17,517	30,353	25,000	12,500	25,000
Totals	$493,669	$171,646	$186,093	$76,593	$175,000
Grant Balances		$322,024		$109,500	

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Housing Fund
	Program: Special Revenue Funds	**Submitted by:** Chris Haese

Housing Fund
2016 Proposed Budget

The Housing Fund was established on June 30, 1983, by the Common Council for the purpose of providing for future housing-related community improvements. In establishing the fund, the Council chose to earmark all revenues from past and current housing improvement programs to be used to support the continuation of these types of activities. The program to be funded in 2016 is:

HOMEOWNER REHABILITATION PROGRAM: This program encourages lower income homeowners to improve their properties, and thus enhance the community's appearance and tax base. Non-elderly households receive either 6% interest installment loans, or deferred repayment loans, depending on ability to pay. Elderly households receive grants (maximum $3,600).

2015 Accomplishments:
Initiated and completed 4 owner-occupied rehabilitation projects.

2016 Goals/Plans:
OWNER REHABILITATION PROGRAM: Provide funding assistance to 10 homeowners, maintain an 85% loan to 15% grant ratio to insure steady return to the Housing Fund.

HOMEBUYERS ASSISTANCE PROGRAM: Working with Winnebago County Housing Authority and Advocap, provide funding assistance to 5 first-time homebuyers with down payment and closing cost assistance and housing rehabilitation.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$70,250	$70,500	$70,500	$82,950
REVENUES				
Loan Repayments	$64,533	$20,000	$43,000	$20,000
Community Dev. Block Grant	0	25,000	25,000	25,000
Interest and Miscellaneous	10,261	1,200	1,200	1,000
Total Revenue	$74,794	$46,200	$69,200	$46,000
EXPENDITURES				
Schools, Seminars, Training	$0	$0	$0	$0
Auto Allowance	0	150	0	150
Postage	150	300	150	300
Outside Services	809	600	1,250	2,400
Office Supplies	150	350	150	350
Printing	0	250	0	250
Misc Expenditures	135	200	200	200
Grants/Loans Issued	38,300	30,000	30,000	30,000
Transfer to General Fund	35,000	35,000	25,000	25,000
Total Expenditures	$74,544	$66,850	$56,750	$58,650
Excess Revenues Over (Under) Expenditures	$250	($20,650)	$12,450	($12,650)
Fund Balance, December 31	$70,500	$49,850	$82,950	$70,300
Loans Outstanding as of 12/31/2014: 108	$655,779			
Loans Written Off Due to Foreclosure/Bankrupt	0		0	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Community Development	Economic Development
Program:	**Submitted by:**
Special Revenue Funds	Chris Haese

Small Business Loan Program
2016 Proposed Budget

The Small Business Loan Program was established in June 1988 by the Common Council for the purpose of providing low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah. In establishing the program, which was capitalized with Community Development Block Grant funds, the Council chose to earmark all future revenues from this capitalization of $250,000 to be used as a revolving loan fund to support the continuation of this economic development effort. In 1992, an additional $100,000 of Community Development Block Grants was appropriated for further capitalization of the loan fund. All Community Development Block Grant allocations have now been expended. Therefore, future loans will be issued from the loan repayment proceeds received from prior loans issued.

Under this program, borrowers may obtain loans to finance a portion of the cost of fixed asset projects. Funds issued by the City of Neenah are in the form of a companion loan to conventional financing from a private sector lender. To date, 22 loans have been approved for assistance.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$219,026	$221,602	$221,602	$216,602
REVENUES				
Loan Repayments	$6,618	$6,900	$7,000	$7,000
Interest and Miscellaneous	1,802	1,480	1,000	1,000
Total Revenue	$8,420	$8,380	$8,000	$8,000
EXPENDITURES				
Postage	$0	$50	$0	$50
Outside Services	0	200	0	200
Advertising & Publications	0	0	0	0
Auto Allowance	0	0	0	0
Office Supplies	0	0	0	0
Outside Printing	0	0	0	0
Misc. Expenditures	844	0	183	200
Grants/Loans Issued	0	25,000	0	25,000
Transfer to General Fund	5,000	5,000	5,000	5,000
Total Expenditures	$5,844	$30,250	$5,183	$30,450
Excess Revenues Over (Under) Expenditures	$2,576	($21,870)	$2,817	($22,450)
Fund Balance, December 31	$221,602	$199,732	$224,419	$194,152
Loans Outstanding as of 12/31/2014: 2	$30,623			
Loans Written Off Due to Bankruptcy	0		0	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Industrial Development Fund
Program:	**Submitted by:**
Special Revenue Funds	Chris Haese/Nancy Handevidt

Industrial Development Fund
2016 Proposed Budget

The Industrial Development Fund is used to account for the accumulation of resources received from the Winnebago County Industrial Development Board. The funding allocations for the current year are calculated on a per capita basis, using the population from January 1 of the previous year.

The funds are designated to be used for the improvement of industrial businesses and the recruitment of additional industrial developments within the City. The residents of the City of Neenah and the adjacent towns benefit by having industrial companies expand and relocate in the area.

The $5,000 transfer to the City General Fund is for economic and development studies, marketing & promotions.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$19,564	$37,504	$37,504	$50,334
REVENUES				
Per Capita Funding Allocation	$25,750	$25,750	$25,830	$25,830
Total Revenue	$25,750	$25,750	$25,830	$25,830
EXPENDITURES				
Recruitment/Retention	$2,810	$6,500	$8,000	$8,000
Transfer to General Fund	5,000	$5,000	$5,000	$5,000
Total Expenditures	$7,810	$11,500	$13,000	$13,000
Excess Revenues Over (Under) Expenditures	$17,940	$14,250	$12,830	$12,830
Fund Balance (Deficit), December 31	$37,504	$51,754	$50,334	$63,164

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Recycling Fund
Program:	**Submitted by:**
Special Revenue Funds	G.Kaiser/N. Handevidt

Recycling Fund
2016 Proposed Budget

The Recycling Fund was set up to segregate recycling revenue and expenditures from the General Fund. According to 1992 guidelines from the Department of Natural Resources and Department of Revenue, the City is the "responsible unit of government" and is mandated to keep full accounting, reporting and restructured budgetary procedures for City-wide recycling programs. This separate fund accounting began in 1993.

Goals/Responsibilities/Activities

Administer City-wide program for handling various types of recyclables in a cost effective manner with a view toward conserving resources and reducing volume of landfilled materials.

Funding: Expenditures are partially reimbursed by the State Recycling Grant, which has been applied for on an annual basis. Because of limited State funding resulting in annual decreases in State recycling grants, depressed recycling markets and increasing costs, a tax levy was required since 1995 to subsidize the fund. Funding for recycling grants with a surcharge on businesses expired at the end of 2001. Funding methods and policies remain the same, but funding of the grant program is now achieved through a tipping fee on all waste dumped in Wisconsin landfills. Unfortunately the State does not return the full tipping fee back to the responsible units in the form of recycling grants.

To offset the at least a portion of the shortfall, a Recycling Special Charge was added to the tax bill for fiscal year 2012 for any property that received curbside recycling collection. For 2012, the Residential Recycling Special Charge was $22 per property. In 2013 and 2014, the Residential Recycling Special Charge was $30. For 2015, the Residential Recycling Special Charge was $32 per property. In those years, the remainder of the shortfall was covered through Recycling Fund reserves or tax levy.

Yard Waste: Includes weekly collections in spring, monthly collections (including brush) in summer and fall and collection of leaves in fall. No grass clippings are included in collections. In an effort to reduce labor expense, the spring yard waste collection has been reduced from eight weeks to five weeks. The brush and yard waste drop-off site at the Tullar garage has been very well received by the public with few violations (hours Monday through Friday 7:00 to 5:00 p.m., Saturday 8:30 a.m. to Noon from May to October). Leaf collection is very time consuming and labor intensive. Past practice was for the leaf pickers to collect eight times on each street during the fall season. In an effort to reduce costs (especially overtime), the frequency of collections has been reduced to four scheduled collections along with an additional cleanup collection (depending on weather). We will continue trying to meet the established, published calendar schedule by matching manpower to leaves. Homeowners tend to rake the leaves to the curb in a more timely manner if they know the leaf collection schedule. Leaf collection is fully funded by the Storm Water Utility.

Equipment: For yard waste collection, the City uses rear-loading trucks with a two person crew to collect bundled or containerized yard waste. Three chippers are available for brush chipping and are paired with a 7 CY truck and operated with a two person crew. For leaf collection, the City uses six 14 CY trucks with front-mounted vacuum units and a two person crew. If necessary, we can also use two pull-behind vacuum units with either a 7 CY or 14 CY truck and a two person crew.

2015 Accomplishments

- Continued recycling program despite reduction to State Recycling Grant by implementing a Recycling Special Charge to residential customers.
- Continued transition from one-person leaf collection units to two-person units to satisfy Wisconsin DOT requirements.
- Maintained Tullar Road drop-off site for City residents, March through December.
- Staffed the drop-off site part time in April, full time from May through October and part time in November.

2016 Goals/Plans

- Continue to staff drop-off center to reduce non-resident materials.
- Continue to close drop-off center in January and February to reduce costs.
- Fund recycling program costs in excess of State Recycling Grant with "Special Charge" on tax bill, rather than use City reserves or tax levy.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Recycling Fund
Program:	**Submitted by:**
Special Revenue Funds	G.Kaiser/N. Handevidt

Major Increases (Decreases) in 2016 Budget Request:

- Assumed single stream recyclable tipping fees remain at $5 per ton.
- Assumed yard waste tipping fees remain at $22 per ton.
- Assumed a reduction in the State Recycling grant of $50,000.
- Assumed revenue from commodity sales to be the same as 2015.
- Assumed 8,750 Properties Serviced
- Assumed the residential recycling special charge will be increased from $32 to $43.00 to fully eliminate use of tax levy or reserves in 2016.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance, January 1	$305,882	$213,348	$213,348	$186,259	$186,259
REVENUES					
Program Revenue	$13,034	$10,000	$14,000	$12,000	$12,000
Grants	202,576	202,580	202,571	155,000	155,000
Other	22,700	0	0	0	0
County Reimbursement	13,327	15,000	25,100	15,000	15,000
Total Revenue	$251,637	$227,580	$241,671	$182,000	$182,000
EXPENDITURES					
Curbside Collection	$282,709	$267,040	$263,330	$264,530	$262,550
Drop Off Site Collection	72,038	50,420	49,070	49,830	50,800
Adm. & Public Information	2,410	2,960	2,960	3,060	3,060
Yard Waste	226,072	206,100	211,270	207,840	207,840
Special Reserves & Escrow	0	0		10,500	3,370
Trans. to General Fund for Adm	22,090	22,000	22,000	22,000	22,000
Total Expenditures	$605,319	$548,520	$548,630	$557,760	$549,620
Excess Revenues Over (Under) Exp.	($353,682)	($320,940)	($306,959)	($375,760)	($367,620)
Tax Levy	$0	$0	$0	$0	$0
Residential Special Charge	$261,148	$280,000	$279,870	$376,250	$323,750
Surplus (Deficit) after Special Charge	($92,534)	($40,940)	($27,089)	$490	($43,870)
Fund Balance, December 31	$213,348	$172,408	$186,259	$186,749	$142,389

* Mayor's Proposed budget moving Residential Special Charge from $32 to $37.00, an increase of $5.00.

CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

RECYCLING DIVISION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 months)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
Curbside Collection	282,709	267,040	203,305	263,330	264,530	262,550	
Waste Oil/Dropoff Site	72,038	50,420	35,707	49,070	49,830	50,800	
Admin.& Public Informatio	2,410	2,960	0	2,960	3,060	3,060	
Yard Waste	226,072	206,100	142,873	211,270	207,840	207,840	
Special Reserves & Escrow	0	0	0	0	10,500	3,370	
Transfers	22,090	22,000	16,500	22,000	22,000	22,000	
TOTAL EXPENDITURES	**605,319**	**548,520**	**398,385**	**548,630**	**557,760**	**549,620**	**1,100**
						Percent Budget Change	**0.20%**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF RECYCLING PROGRAM BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	1,950	1,980	1,463	1,980	5,740	4,810	
0102	Full Time Hourly Wages	184,466	190,920	131,522	186,000	187,000	187,000	
0103	Temporary Wages	11,910	12,000	8,573	12,000	13,000	14,000	
0104	Overtime Wages	301	350	342	650	450	450	
0110	Health Insurance	53,752	59,060	41,239	57,800	65,520	59,510	
0111	Fringes	43,941	45,060	31,156	44,080	46,500	46,310	
0124	Schools/Seminars/Training	0	0	203	210	0	0	
	PERSONAL SERVICES	**296,320**	**309,370**	**214,498**	**302,720**	**318,210**	**312,080**	**2,710**
CONTRACTUAL SERVICES								
0203	Outside Printing	2,595	2,700	1,328	3,730	2,800	2,800	
0204	Postage	0	20	0	20	20	20	
0206	Conferences & Meetings	0	100	0	100	100	100	
0207	Advertising & Publication	292	350	49	350	350	350	
0213	Dues & Memberships	0	100	0	100	100	100	
0224	Maint of Operating Equip	0	50	102	110	50	50	
0236	Water & Sewer	1,730	2,400	2,112	2,800	2,800	2,800	
0238	Outside Services	25,295	1,630	515	1,630	1,630	1,630	
0243	Professional Services	0	100	0	100	100	100	
0245	Tipping Fees	36,377	36,000	21,875	33,000	36,000	36,000	
0249	License Fees	187	190	187	190	190	190	
0252	Large Dumpster Item Pulls	8,012	7,000	4,966	7,200	7,500	7,500	
0293	Rental of Equipment	11,475	9,000	3,300	9,000	1,000	1,000	
0294	Maint of Motor Veh/Fleet	73,079	63,500	61,999	71,500	66,500	66,500	
0296	Oil and Fluids/Fleet	3,006	6,800	2,822	3,550	5,600	5,600	
0296	Maint of Oper Eq/Fleet	27,585	12,600	20,482	20,640	22,200	22,200	
	CONTRACTUAL SERVICES	**189,633**	**142,540**	**119,737**	**154,020**	**146,940**	**146,940**	**4,400**
SUPPLIES & MATERIALS								
0302	Office Supplies	0	50	0	50	50	50	
0308	Inhouse Printing	0	10	0	10	10	10	
0313	Gasoline & Oil	73,618	57,000	30,540	50,500	52,500	50,490	
0316	Motor Vehicles Maint. Sup	279	250	67	250	250	250	
0319	Equipment Maint. Supplies	13	150	143	300	150	150	
0320	Safety Supplies	257	450	64	450	450	450	
0333	Small Tools	0	100	4	100	100	100	
0339	All Other Supplies	38	600	40	600	600	600	
0339	Tires & Tire Maintance	23,071	16,000	16,794	17,630	16,500	16,500	
	SUPPLIES & MATERIALS	**97,276**	**74,610**	**47,652**	**69,890**	**70,610**	**68,600**	**(6,010)**
TRANSFERS								
0999	Transfers	22,090	22,000	16,500	22,000	22,000	22,000	
	TRANSFERS	**22,090**	**22,000**	**16,500**	**22,000**	**22,000**	**22,000**	**0**
	TOTAL RECYCLING	**605,319**	**548,520**	**398,387**	**548,630**	**557,760**	**549,620**	**1,100**
							Percent Budget Change	**0.20%**

CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
RECYCLING PROGRAM								
CURBSIDE COLLECTION (081-6901-935)								
0102	Full Time Hourly Wages	100,226	99,550	68,438	95,000	98,000	98,000	
0104	Overtime Wages	63	150	19	150	150	150	
0110	Health Insurance	27,382	28,580	19,816	27,310	29,140	29,140	
0111	Fringes	22,176	21,820	14,982	20,750	22,400	22,400	
0115	Schools/Seminars/Training	0	0	203	210	0	0	
0202	Outside Printing	205	300	1,328	1,330	300	300	
0206	Advertising & Publication	292	300	49	300	300	300	
0216	Maint of Operating Equip	0	50	102	110	50	50	
0224	Water & Sewer	1,730	2,400	2,112	2,800	2,800	2,800	
0236	Outside Services	1,299	1,000	515	1,000	1,000	1,000	
0243	Tipping Fees	11,401	12,000	7,794	12,000	12,000	12,000	
0245	License Fees	187	190	187	190	190	190	
0249	Large Dumpster Item Pulls	8,012	7,000	4,966	7,200	7,500	7,500	
0293	Maint of Motor Veh/Fleet	48,590	37,000	43,388	45,000	40,000	40,000	
0294	Oil and Fluids/Fleet	1,494	5,000	2,092	2,500	4,000	4,000	
0296	Maint of Oper Eq/Fleet	0	100	0	100	100	100	
0310	Gasoline & Oil	45,123	38,000	22,417	32,000	33,000	31,020	
0313	Motor Vehicles Maint. Sup	279	100	67	100	100	100	
0316	Equipment Maint. Supplies	0	0	143	150	0	0	
0319	Safety Supplies	38	300	64	300	300	300	
0333	All Other Supplies	0	200	0	200	200	200	
0339	Tires & Tire Maintance	14,212	13,000	14,624	14,630	13,000	13,000	
	CURBSIDE COLLECTION	**282,709**	**267,040**	**203,306**	**263,330**	**264,530**	**262,550**	**(4,490)**
WASTE OIL / DROP-OFF SITE (081-6902-935)								
0101	Salaries	1,950	1,980	1,463	1,980	2,000	2,000	
0102	Full Time Hourly Wages	17,888	16,250	11,830	16,000	16,000	16,000	
0103	Temporary Wages	11,910	12,000	8,573	12,000	13,000	14,000	
0110	Health Insurance	8,080	8,880	6,488	8,820	8,610	8,610	
0111	Fringes	7,037	6,760	4,889	6,720	6,620	6,620	
0236	Outside Services	23,996	300	0	300	300	300	
0293	Maint of Motor Veh/Fleet	0	2,500	2,143	2,500	2,500	2,500	
0294	Oil and Fluids/Fleet	124	150	0	50	100	100	
0296	Maint of Oper Eq/Fleet	0	500	44	100	100	100	
0310	Gasoline & Oil	1,015	1,000	278	500	500	470	
0333	All Other Supplies	38	100	0	100	100	100	
	WASTE OIL / DROP-OFF SITE	**72,038**	**50,420**	**35,708**	**49,070**	**49,830**	**50,800**	**380**

CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PUBLIC INFORMATION (081-6905-935)								
0202	Outside Printing	2,390	2,400	0	2,400	2,500	2,500	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	0	50	0	50	50	50	
0207	Dues & Memberships	0	100	0	100	100	100	
0236	Outside Services	0	30	0	30	30	30	
0238	Professional Services	0	100	0	100	100	100	
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0310	Gasoline & Oil	20	0	0	0	0	0	
0333	All Other Supplies	0	100	0	100	100	100	
	PUBLIC INFORMATION	**2,410**	**2,960**	**0**	**2,960**	**3,060**	**3,060**	**100**
YARD WASTE (081-6907-935)								
0102	Full Time Hourly Wages	66,352	75,120	51,254	75,000	73,000	73,000	
0104	Overtime Wages	238	200	324	500	300	300	
0110	Health Insurance	18,290	21,600	14,935	21,670	21,760	21,760	
0111	Fringes	14,728	16,480	11,285	16,610	16,730	16,730	
0236	Outside Services	0	300	0	300	300	300	
0243	Tipping Fees	24,976	24,000	14,080	21,000	24,000	24,000	
0252	Rental of Equipment	11,475	9,000	3,300	9,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	24,489	24,000	16,468	24,000	24,000	24,000	
0294	Oil and Fluids/Fleet	1,388	1,650	730	1,000	1,500	1,500	
0296	Maint of Oper Eq/Fleet	27,585	12,000	20,438	20,440	22,000	22,000	
0310	Gasoline & Oil	27,460	18,000	7,845	18,000	19,000	19,000	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	13	150	0	150	150	150	
0319	Safety Supplies	219	150	0	150	150	150	
0320	Small Tools	0	100	4	100	100	100	
0333	All Other Supplies	0	200	40	200	200	200	
0339	Tires & Tire Maintance	8,859	3,000	2,171	3,000	3,500	3,500	
	YARD WASTE	**226,072**	**206,100**	**142,874**	**211,270**	**207,840**	**207,840**	**1,740**
SPECIAL RESERVES & ESCROW (081-9026-733)								
0101	Salaries	0	0	0	0	3,740	2,810	
0110	Health Insurance	0	0	0	0	6,010	0	
0111	Fringes	0	0	0	0	750	560	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**10,500**	**3,370**	**3,370**
TRANSFER TO GENERAL FUND (081-9910-935)								
0999	Transfers	22,090	22,000	16,500	22,000	22,000	22,000	
	TRANSFER TO GENERAL FUND	**22,090**	**22,000**	**16,500**	**22,000**	**22,000**	**22,000**	**0**
RECYCLING PROGRAM		**605,319**	**548,520**	**398,388**	**548,630**	**557,760**	**549,620**	**1,100**
							Percent Budget Change	**0.20%**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Public Health	Health Grants
Program:	**Submitted by:**
Special Revenue Funds	Nancy Handevidt

Health Grants Program
2016 Consolidated Contract Grants Budget

In late 2010, the City joined the cities of Oshkosh and Menasha and Winnebago County to study the viability of consolidating health department services. Upon completion of the study, the Cities of Neenah and Oshkosh agreed to transfer responsibility for health and sanitation services to Winnebago County effective July 1, 2012.

Each year leading up to transfer of service to Winnebago County, local health departments statewide received Consolidated Contract grants funds from the Department of Health and Family Services (DHFS). Upon transfer of the service, all remaining grant funds, with the exception of Preparedness CDC, were transferred to Winnebago County. As for the Preparedness CDC funds, the City retains those funds and is allowed to use them for any costs associated with making the community more prepared for natural or man-made disasters.

	2014 Actual	2015 Y-T- D	2016 Budget
Fund Balance, January 1	$120,188	$114,459	$79,459
EXPENDITURES			
Software Upgrade	3,707	0	0
141 GB 15K SCSI Disk Drives (8)	2,022	0	0
Digal Signs	0	35,000	0
Total Expenditures	$5,729	$35,000	$0
Fund Balance, December 31	$114,459	$79,459	$79,459

CITY OF NEENAH
2016 OPERATING BUDGET REQUES6
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Miscellaneous
Program: Special Revenue Funds	**Submitted by:** Nancy Handevidt

Park and Recreation Fund
2016 Proposed Budget

To account for monies received from private donations and bequests to finance specific Park and Recreation related activities and the corresponding expenditures.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$353,801	$345,410	$345,410	$355,810
Revenues				
Contributions	$39,928	$40,000	$50,000	$40,000
Interest & Miscellaneous	548	150	400	400
Total Revenues	$40,476	$40,150	$50,400	$40,400
Expenditures	$48,867	$50,000	$40,000	$40,000
Excess Revenues Over (Under) Expenditures	($8,391)	($9,850)	$10,400	$400
Fund Balance (Deficit), December 31	$345,410	$335,560	$355,810	$356,210

Dial-A-Ride Fund
2016 Proposed Budget

To account for the receipts and disbursements of the Neenah-Menasha Dial-A-Ride Transportation program for the elderly.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$21,283	$42,652	$42,652	$53,152
Revenues				
Intergovernmental	$46,528	$42,000	$42,000	$42,000
Contribution	8,500	8,500	8,500	8,500
Total Revenues	$55,028	$50,500	$50,500	$50,500
Expenditures	$33,659	$50,500	$40,000	$50,500
Excess Revenues Over (Under) Expenditures	$21,369	$0	$10,500	$0
Fund Balance (Deficit), December 31	$42,652	$42,652	$53,152	$53,152

Civic and Social Fund
2016 Proposed Budget

To account for monies provided by private donors to finance specific civic improvement and social activities and the corresponding expenditures.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$112,068	$109,018	$109,018	$126,018
Revenues				
Contribution	$22,962	$25,000	$30,000	$28,000
Interest & Miscellaneous	10,595	15,000	15,000	15,000
Total Revenue	$33,557	$40,000	$45,000	$43,000
Expenditures	$36,607	$35,000	$28,000	$35,000
Excess Revenues Over (Under) Expenditures	($3,050)	$5,000	$17,000	$8,000
Fund Balance (Deficit), December 31	$109,018	$114,018	$126,018	$134,018

CITY OF NEENAH
2016 OPERATING BUDGET REQUES6
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Miscellaneous
Program: Special Revenue Funds	**Submitted by:** Nancy Handevidt

Library Fund
2016 Proposed Budget

To account for monies provided by private donors to finance specific Library improvements and services and the corresponding expenditures.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$1,111,677	$1,345,502	$1,345,502	$1,357,502
Revenues				
Contribution	$221,425	$30,000	$50,000	$40,000
Interest & Market Adj.	67,808	25,000	2,000	25,000
Total Revenue	$289,233	$55,000	$52,000	$65,000
Expenditures	$55,408	$55,000	$40,000	$55,000
Excess Revenues Over (Under) Expenditures	$233,825	$0	$12,000	$10,000
Fund Balance (Deficit), December 31	$1,345,502	$1,345,502	$1,357,502	$1,367,502

Public Safety Trust
2016 Proposed Budget

To account for monies provided by private donors to finance specific public safety equipment and services and the corresponding expenditures.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$145,080	$134,009	$134,009	$131,009
Revenues				
Contribution	$22,777	$10,000	$5,000	$10,000
Interest & Miscellaneous	61,855	20,100	22,000	20,100
Total Revenue	$84,632	$30,100	$27,000	$30,100
Expenditures	$95,703	$50,000	$30,000	$35,000
Excess Revenues Over (Under) Expenditures	($11,071)	($19,900)	($3,000)	($4,900)
Fund Balance (Deficit), December 31	$134,009	$114,109	$131,009	$126,109

Clock Tower Renovation/Maintenance
2016 Proposed Budget

To account for monies provided by private donors to finance clock tower renovation and maintenance.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Deficit), January 1	$11,963	$8,962	$8,962	$8,423
Revenues				
Contribution	$0	$100	$0	$100
Interest & Miscellaneous	8	10	11	10
Total Revenue	$8	$110	$11	$110
Expenditures	$3,009	$500	$550	$500
Excess Revenues Over (Under) Expenditures	($3,001)	($390)	($539)	($390)
Fund Balance (Deficit), December 31	$8,962	$8,572	$8,423	$8,033

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	Department/Office: Finance	Budget: Debt Service Fund
	Program: Debt Service Fund	Submitted by: Michael Easker

Debt Service Fund
2016 Operating Budget

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation borrowing long-term principal, interest and related costs. All of the City purpose long-term debt is general obligation debt, and thus is secured by the full faith and credit of the City, and consists of installment notes, bonds and other governmental loans.

The City's debt service obligation also includes general obligation debt issued for the benefit of the City's Sanitary and Storm Sewer Funds as well as Tax Incremental Financing Districts #5, #6, #7 and #8. Should any of these entities fail to meet their obligations on this debt, the City is ultimately responsible. In 2012, the City saw a significant reduction in the amount needed to levy for non-TIF debt service. The City began in 2012 to use those levy dollars to provide temporary cash advances to assist in funding debt service payments in TIF districts in which increment in those districts is not sufficient to meet all debt service requirements.

As of December 31, 2015, the City's outstanding G. O. debt is estimated to total $46,794,880. This amount represents 48.4% of the City's legal debt limit of $96,652,750. The City also has Storm Water Revenue Bonds issued in 2009 totaling $372,662. In addition, the City has Capital Lease obligations totaling $22.82 million in Lease Revenue Bonds issued by the City's Community Development Authority in 2004 and 2008, with the 2004 issue refunded in 2013.

The 2016 Debt Service tax levy of $3,285,000, an increase of $75,000 from 2015.

			2016 Budget	
Estimated Fund Balance, January 1, 2016				$3,677,068
Revenues				
Tax Levy		3,285,000		
Transfer from Tax Increment Districts (total T.I.D. debt service)		4,015,600		
Transfer from Sanitary Sewer Utility (capital projects/equip)		1,087,476		
Transfer from Storm Water Utility (capital projects/equip)		614,016		
Special Assessments		350,000		
Winnebago County (Library-ends 2020)		104,215		
Premium on Debt Issuance		25,000		
Total Revenues			9,481,307	
Expenditures				
City General Obligation Debt Service:				
Principal	6,093,516			
Interest	1,185,119	7,278,635		
Storm Water Revenue Bonds				
Principal	21,585			
Interest	11,409	32,994		
Capital Leases				
Principal	520,000			
Interest	819,752	1,339,752		
Total Expenditures			8,651,381	
Excess Revenues Over (Under) Expenditures				829,926
* Estimated Fund Balance, December 31, 2016				$4,506,994

*Note: $4.5 million of this fund balance is being used as a cash advance to offset ongoing deficits in TIF Districts #5, #6 and #8 Special Revenue Funds, where current TIF increment is not sufficient to meet current debt service requirements.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Finance	Debt Service Fund
Program:	**Submitted by:**
Debt Service Fund	Michael Easker

2016 Debt Service Payments

Promissory Notes/Note Anticipation Notes

		Principal	Interest	Sub-Total	Total
2009A $2,715,000	Streets/Facilities/Equip.	90,000	12,175	102,175	
NIC - 2.988%	Sanitary Sewer Utility	130,000	17,375	147,375	
	Storm Water Utility	80,000	10,925	90,925	340,475
2010A $2,775,000	Streets/Facilities/Equip.	245,000	28,775	273,775	
NIC - 2.481%	Sanitary Sewer Utility	95,000	10,788	105,788	379,563
2011 $4,995,000	Streets/Facilities/Equip.	335,000	41,734	376,734	
NIC - 2.477%	TID #5	0	2,025	2,025	
	TID #6	0	520	520	
	TID #7	0	280	280	
	TID #8	90,000	11,443	101,443	
	Sanitary Sewer Utility	155,000	19,494	174,494	
	Storm Water Utility	30,000	3,738	33,738	689,234
2012A $3,955,000	Streets/Facilities/Equip.	270,000	32,313	302,313	
NIC - 1.575%	Sanitary Sewer Utility	110,000	12,925	122,925	
	Storm Water Utility	25,000	3,037	28,037	453,275
2013 $5,270,000	Streets/Facilities/Equip.	310,000	48,825	358,825	
NIC - 1.840%	TID #5	35,000	2,713	37,713	
	TID #6	10,000	1,575	11,575	
	TID #7	0	337	337	
	TID #8	70,000	10,825	80,825	
	Sanitary Sewer Utility	105,000	16,637	121,637	
	Storm Water Utility	40,000	6,038	46,038	656,950
2014 $4,685,000	Streets/Facilities/Equip.	60,000	51,900	111,900	
NIC - 1.7465%	TID #5	0	200	200	
	TID #6	20,000	4,000	24,000	
	TID #7	0	700	700	
	TID #8	25,000	4,550	29,550	
	Sanitary Sewer Utility	90,000	16,300	106,300	
	Storm Water Utility	50,000	8,900	58,900	331,550
2015 $6,250,000	Streets/Facilities/Equip.	265,000	78,881	343,881	
TIC - 1.89%	TID #5	1,510	2,379	3,889	
	TID #6	29,254	3,507	32,761	
	TID #7	88,638	36,687	125,325	
	TID #8	35,598	3,798	39,396	
	TID #9	0	3,374	3,374	
	Sanitary Sewer Utility	55,000	16,853	71,853	
	Storm Water Utility	45,000	13,233	58,233	678,712
2015 $1,350,000	TID #10	0	42,563	42,563	42,563
NIC - 1.97%					
Total Promissory/Note Anticipation Notes		*$2,990,000*	*$582,322*	*$3,572,322*	*$3,572,322*

Bonds

2004C $2,225,000	TID #7	1,568	845	2,413	
NIC - 4.952%	TID #8	138,432	74,593	213,025	215,438
2006A $7,175,000	TID #5	17,199	366	17,565	
NIC - 4.591%	TID #6	17,836	379	18,215	
	TID #7	179,725	3,819	183,544	
	TID #8	240,240	5,105	245,345	464,669
2007B $2,820,000	TID #5	17,920	1,091	19,011	
NIC - 3.843%	TID #6	3,080	188	3,268	
	TID #7	259,000	15,771	274,771	297,050

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Debt Service Fund
Program: Debt Service Fund	**Submitted by:** Michael Easker

Bonds (cont.)		Principal	Interest	Sub-Total	Total
2009B $2,590,000	TID #5	0	600	600	
NIC - 4.208%	TID #6	0	1,200	1,200	
	TID #7	0	35,460	35,460	
	TID #8	0	70,896	70,896	108,156
2009C $3,980,000	TID #7	365,000	33,231	398,231	
NIC - 2.686%					398,231
2010B $2,315,000	TID #5	100,000	16,488	116,488	
NIC - 3.852%	TID #6	0	1,080	1,080	
	TID #7	0	67,302	67,302	
	TID #8	10,000	163	10,163	195,033
2012B $1,635,000	TID #5	0	9,900	9,900	
NIC - 2.872%	TID #6	0	275	275	
	TID #7	0	32,743	32,743	
	TID #8	0	5,288	5,288	48,206
2012C $4,410,000	Streets/Facilities/Equip.	421,812	4,218	426,030	
NIC - 1.789%	TID #5	1,224	1,658	2,882	
	TID #6	4,191	6,834	11,025	
	TID #7	20,063	30,052	50,115	
	TID #8	19,522	27,406	46,928	
	Sanitary Sewer Utility	66,101	661	66,762	
	Storm Water Utility	62,087	621	62,708	666,450
2013A $7,545,000	Streets/Facilities/Equip.	597,821	40,838	638,659	
NIC - 1.28%	TID #5	20,550	3,990	24,540	
	TID #6	66,802	8,792	75,594	
	TID #7	12,135	20,969	33,104	
	TID #8	30,715	29,512	60,227	
	Sanitary Sewer Utility	137,440	7,442	144,882	
	Storm Water Utility	189,537	12,906	202,443	1,179,449
2013 $1,030,000	TID #6	85,000	23,172	108,172	108,172
NIC - 2.686% (Tax)					
Total General Obligation Bonds		*$3,085,000*	*$595,854*	*$3,680,854*	*$3,680,854*
Clean Water Fund Loans - G.O.					
2010 $411,652	Sanitary Sewer Utility	18,516	6,943	25,459	25,459
NIC - 2.200%					
Total Clean Water Fund Loans - G.O.		*$18,516*	*$6,943*	*$25,459*	*$25,459*
Total Gross Debt Service		**$6,093,516**	**$1,185,119**	**$7,278,635**	**$7,278,635**
Clean Water Fund Loans - Revenue Bonds					
2009 $471,087	Storm Water Utility	21,585	11,409	32,994	32,994
NIC - 3.153%					
Total Storm Water Revenue Bonds		*$21,585*	*$11,409*	*$32,994*	*$32,994*
Capital Leases					
2008 CDA Lease	TID #8	355,000	247,535	602,535	$602,535
NIC - 4.594%					
2013 CDA Lease Refunding - 2004 TID #8		165,000	572,217	737,217	$737,217
NIC - 4.772%					
Total Capital Leases		*$520,000*	*$819,752*	*$1,339,752*	*$1,339,752*
Total Debt Service and Capital Lease Obligations					**$8,651,381**
Less: Other Debt Service Funding					5,366,381
Net Tax Levy					**$3,285,000**

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Debt Service Fund
	Program: Debt Service Fund	**Submitted by:** Michael Easker

Outstanding Indebtedness

General Obligation Promissory/Note Anticipation Notes	12/31/15	12/31/16	Principal Paid in '16
2009A $2,715,000 Capital Improvements/Sanitary/Storm	1,280,000	980,000	
2010A $2,775,000 Capital Improvements/Sanitary/Storm	1,425,000	1,085,000	
2011A $4,995,000 Capital Improvements/TID/Sanitary/Storm	3,380,000	2,770,000	
2012A $3,955,000 Capital Improvements/Sanitary/Storm	3,040,000	2,635,000	
2013A $5,270,000 Capital Improvements/TID/Sanitary/Storm	4,760,000	4,190,000	
2014A $4,685,000 Capital Improvements/TID/Sanitary/Storm	4,450,000	4,205,000	
2015A $6,250,000 Capital Improvements/TID/Sanitary/Storm	6,250,000	5,730,000	
2015 $1,350,000 Capital Improvements/TID/Sanitary/Storm	1,350,000	1,350,000	
Total G.O. Promissory Notes	$25,935,000	$22,945,000	$2,990,000
General Obligation Bonds			
2004C $2,225,000 TID	1,590,000	1,450,000	
2006A $7,175,000 TID	455,000	0	
2007B $2,820,000 TID	580,000	300,000	
2009B $2,590,000 TID	2,590,000	2,590,000	
2009C $3,980,000 Refunding - Cap. Improvements/TID/Storm	1,145,000	780,000	
2010B $2,315,000 TID	2,315,000	2,205,000	
2012B $1,635,000 TID	1,635,000	1,635,000	
2012C $4,410,000 Refunding - Cap. Improvements/TID/Storm	3,870,000	3,275,000	
2013A $7,545,000 Refunding - Cap. Improvements/TID/Storm	5,505,000	4,450,000	
2013A $1,030,000 -Taxable Refuding-TID	850,000	765,000	
Total G.O. Bonds	$20,535,000	$17,450,000	$3,085,000
Clean Water Fund Loans - G.O.			
2010 $411,652 Sanitary Sewer Utility	324,880	306,364	
Total Clean Water Fund Loans - G.O.	$324,880	$306,364	$18,516
* Total City Outstanding Debt	$46,794,880	$40,701,364	$6,093,516

*** Note: Principal paid in 2016 excludes principal payments on Storm Water Revenue Bonds ($21,585) and CDA Capital Lease Obligations ($520,000). Including those payments, total debt principal scheduled for payment in 2016 is $6,635,101.**

Legal Debt Limit

	G. O. Debt	% of Statutory Limit
End of 2015:	$46,794,880	48.4% **
End of 2014:	46,507,999	48.5%
End of 2013:	47,963,383	51.8%
End of 2012:	46,124,943	50.1%
End of 2011:	45,302,933	47.3%
End of 2010:	46,234,545	48.2%
End of 2009:	46,871,594	47.3%
End of 2008:	47,044,457	48.7%
End of 2007:	47,264,608	50.7%
End of 2006:	45,643,246	49.5%
End of 2005:	38,242,106	45.6%

** City Equalized Valuation	$1,933,055,000
Percent Limit of G.O. Debt	x 5%
Amount Limit of G.O. Debt	$96,652,750

12/31/15 Debt Outstanding $46,794,880/ $96,652,750 = 48.4%

CITY OF NEENAH
SUMMARY OF OUTSTANDING
GENERAL OBLIGATION LONG-TERM DEBT
AS OF DECEMBER 31, 2015

Outstanding Principal Balances

Year Ended	Amount	% of Statutory Limit
1994	17,442,866	41.5
1995	21,181,178	40.3
1996	22,130,967	40.6
1997	21,502,744	37.3
1998	22,415,191	37.5
1999	23,572,836	38.2
2000	25,855,368	39.8
2001	26,953,231	38.4
2002	31,275,581	42.6
2003	32,130,505	41.4
2004	33,352,670	39.6
2005	38,242,106	45.6
2006	45,643,246	49.5
2007	47,264,608	50.7
2008	47,044,457	48.7
2009	46,871,594	47.3
2010	46,234,545	48.2
2011	45,302,933	47.3
2012	46,124,943	50.1
2013	47,963,383	51.8
2014	46,507,999	48.5
2015	46,794,880	48.4
2016	40,701,364	N/A
2017	32,902,440	N/A
2018	26,543,100	N/A
2019	21,238,334	N/A
2020	16,528,133	N/A
2021	12,707,488	N/A
2022	9,391,389	N/A
2023	6,449,826	N/A
2024	4,322,788	N/A
2025	2,840,266	N/A
2026	2,062,248	N/A
2027	1,493,724	N/A
2028	909,682	N/A
2029	295,111	N/A
2030	135,000	N/A
2031	0	N/A

* Excludes 2016 Estimated Borrowing. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

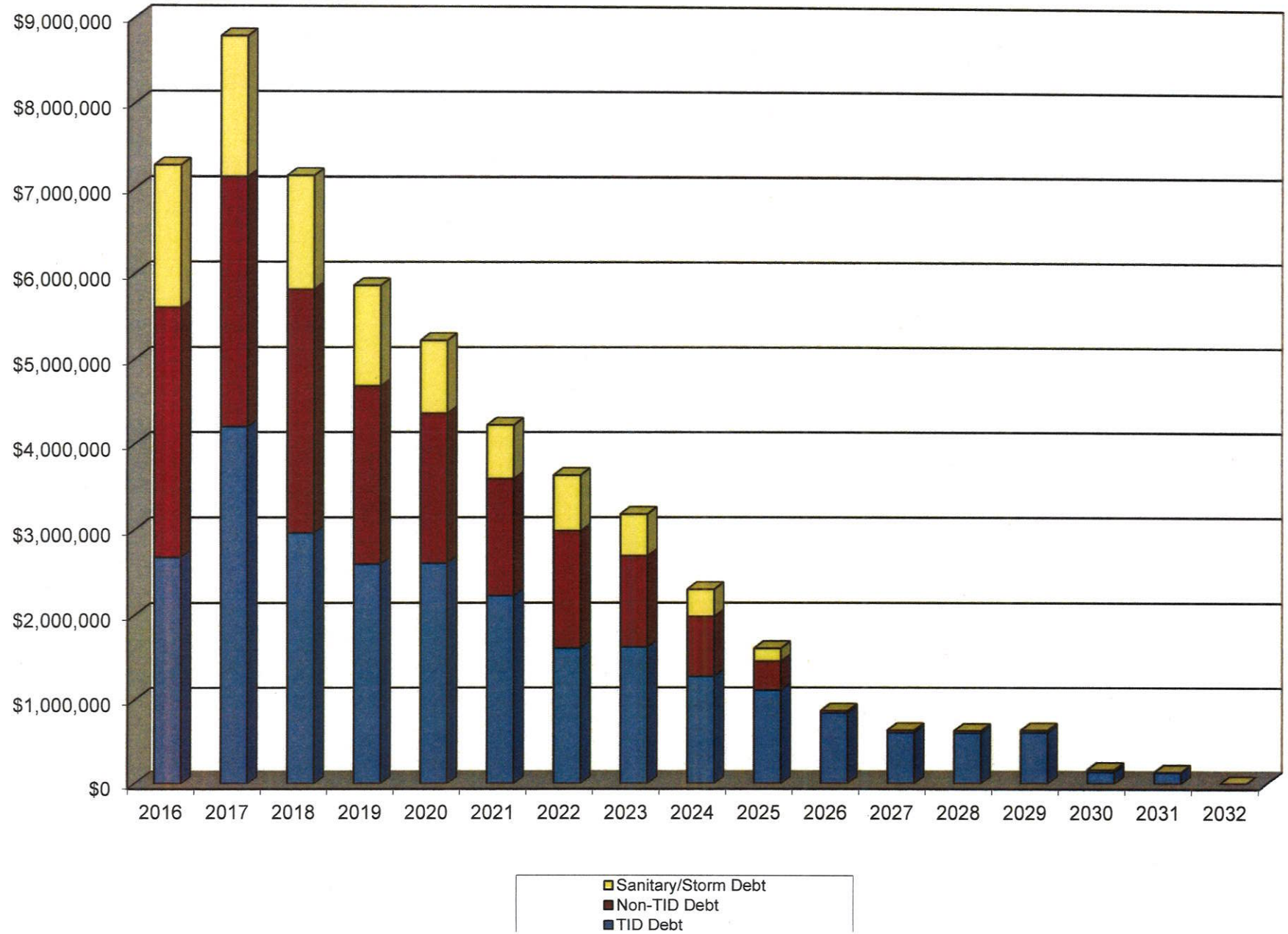
CITY OF NEENAH
SCHEDULE OF FUTURE TOTAL ANNUAL
G. O. DEBT SERVICE PAYMENTS
AS OF DECEMBER 31, 2015

	TID Supported G. O. Debt				Non-TID Property Tax Supported G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2016	2,015,204	660,644	2,675,848		2,594,631	339,658	2,934,289	
2017	3,630,856	577,195	4,208,051		2,665,442	269,130	2,934,572	
2018	2,486,442	475,380	2,961,822		2,628,372	230,897	2,859,269	
2019	2,210,000	386,282	2,596,282		1,980,000	113,497	2,093,497	
2020	2,265,000	340,125	2,605,125		1,645,000	117,138	1,762,138	
2021	1,945,000	279,707	2,224,707		1,285,000	86,476	1,371,476	
2022	1,379,999	231,277	1,611,276		1,315,001	60,040	1,375,041	
2023	1,435,000	186,560	1,621,560		1,035,000	35,202	1,070,202	
2024	1,130,000	147,257	1,277,257		690,000	16,227	706,227	
2025	995,000	116,437	1,111,437		340,000	4,248	344,248	
2026	755,000	89,622	844,622		0	0	0	
2027	545,000	66,455	611,455		0	0	0	
2028	560,000	44,271	604,271		0	0	0	
2029	590,000	20,897	610,897		0	0	0	
2030	135,000	6,649	141,649		0	0	0	
2031	135,000	2,227	137,227		0	0	0	
2032	0	0	0		0	0	0	
	$22,212,501	$3,630,985	$25,843,486	49.37%	$16,178,446	$1,272,513	$17,450,959	33.33%

	Sanitary/Storm Utility Supported G. O. Debt				Total G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2016	1,483,681	184,817	1,668,498		6,093,516	1,185,119	7,278,635	
2017	1,502,626	145,952	1,648,578		7,798,924	992,277	8,791,201	
2018	1,244,526	92,819	1,337,345		6,359,340	799,096	7,158,436	
2019	1,114,766	63,388	1,178,154		5,304,766	563,167	5,867,933	
2020	800,201	56,934	857,135		4,710,201	514,197	5,224,398	
2021	590,645	42,203	632,848		3,820,645	408,386	4,229,031	
2022	621,099	29,838	650,937		3,316,099	321,155	3,637,254	
2023	471,563	18,238	489,801		2,941,563	240,000	3,181,563	
2024	307,038	9,672	316,710		2,127,038	173,156	2,300,194	
2025	147,522	4,456	151,978		1,482,522	125,141	1,607,663	
2026	23,018	2,393	25,411		778,018	92,016	870,034	
2027	23,524	1,881	25,405		568,524	68,337	636,861	
2028	24,042	1,358	25,400		584,042	45,629	629,671	
2029	24,571	823	25,394		614,571	21,719	636,290	
2030	25,111	276	25,387		160,111	6,925	167,036	
2031	0	0	0		135,000	2,227	137,227	
2032	0	0	0		0	0	0	
	$8,403,933	$655,048	$9,058,981	17.30%	$46,794,880	$5,558,547	$52,353,427	100.00%

* Excludes 2016 Estimated Borrowing. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

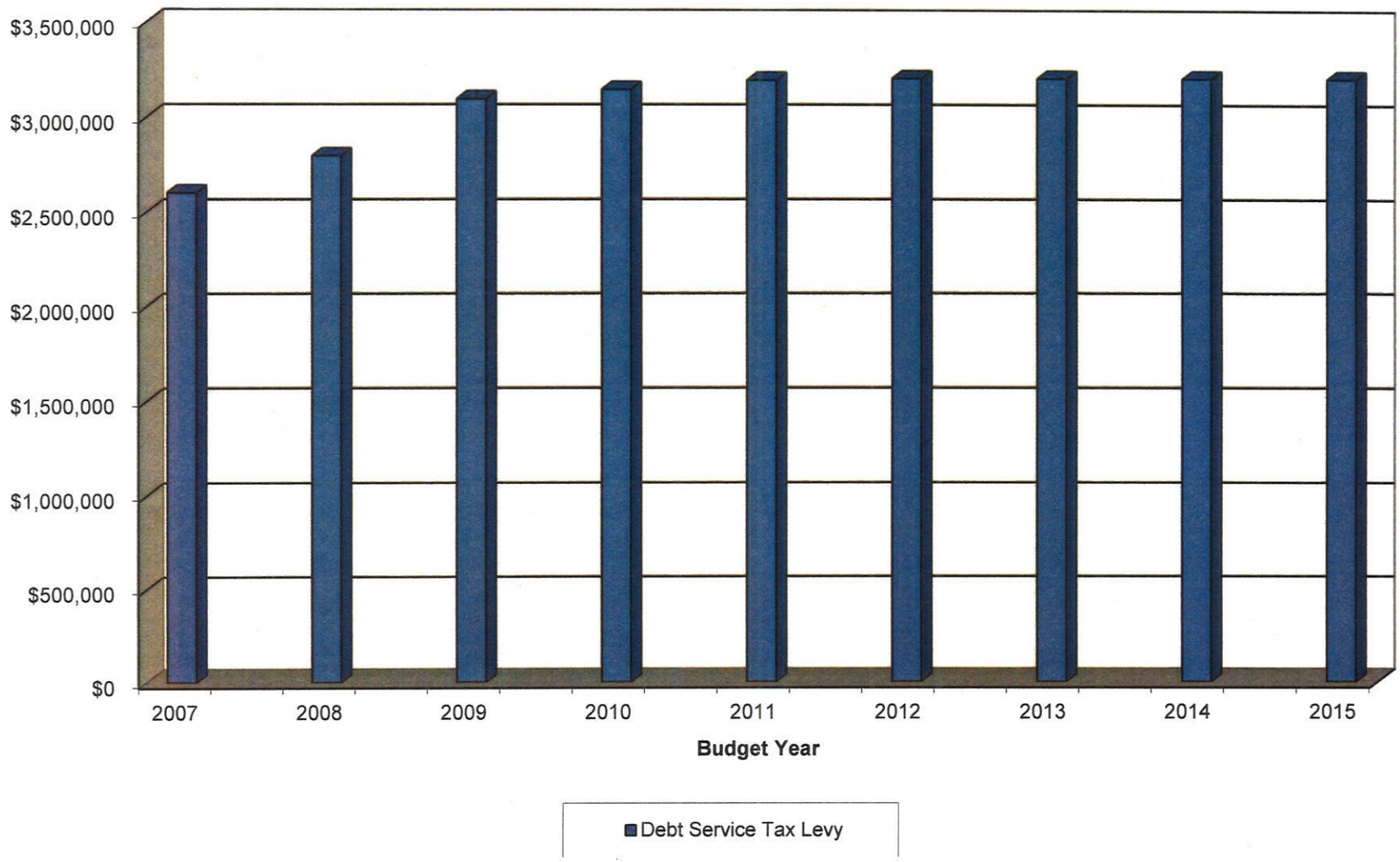
CITY OF NEENAH
Schedule of Future Annual Debt Service Payments
For All G.O. Debt Issued as of September 30, 2015



CITY OF NEENAH
ANNUAL DEBT SERVICE TAX LEVY
2007-2016

Year	$ Levy	$ Change	% Change
2007	$2,605,000	n/a	n/a
2008	2,800,000	195,000	7.49%
2009	3,100,000	300,000	10.71%
2010	3,150,000	50,000	1.61%
2011	3,200,000	50,000	1.59%
2012	3,210,000	10,000	0.31%
2013	3,210,000	0	0.00%
2014	3,210,000	0	0.00%
2015	3,210,000	0	0.00%
2016	3,285,000	75,000	2.34%

CITY OF NEENAH
Annual Debt Service Levy
2007-2016



CITY OF NEENAH
2016 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED

GENERAL SUMMARY

Streets, Pedestrian Routes, Traffic Signals

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Street Projects	$2,499,000	$1,984,000	$515,000
Pedestrian Routes	372,000	347,000	25,000
Traffic Signals	20,000	20,000	0
Total Expenditures	**$2,891,000**	**$2,351,000**	**$540,000**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$2,891,000	$2,351,000	$540,000
Use of Reserves	0	0	0
Total Funding Sources	**$2,891,000**	**$2,351,000**	**$540,000**

Tax Incremental Financing

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
TIF #7 Original (Westside Business Corridor)	$65,000	$65,000	$0
TIF #8 Original (Doty Island Redevelopment)	10,000	10,000	0
TIF #9 Original (US Hwy. 41 Industrial)	345,000	345,000	0
TIF #10 Original (Near Downtown District)	315,000	315,000	0
Total Expenditures	**$735,000**	**$735,000**	**$0**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-TIF #7	$65,000	$65,000	$0
General Obligation Borrowing-TIF #8	10,000	10,000	0
General Obligation Borrowing-TIF #9	345,000	345,000	0
General Obligation Borrowing-TIF #10	315,000	315,000	0
Total Funding Sources	**$735,000**	**$735,000**	**$0**

Redevelopment Fund

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Comprehensive Plan	$0	$7,500	($7,500)
Total Expenditures	**$0**	**$7,500**	**($7,500)**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$0	$0	$0
Use of Reserves	0	7,500	(7,500)
Total Funding Sources	**$0**	**$7,500**	**($7,500)**

Facilities

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Administration Building	$30,000	$30,000	$0
Police	166,000	166,000	0
Fire (100%)	15,000	15,000	0
Public Works	232,500	47,500	185,000
Library	45,000	35,000	10,000
Bergstrom-Mahler Museum	20,000	20,000	0
Park & Recreation	249,000	145,000	104,000
Cemetery	30,000	30,000	0
Total Expenditures	**$787,500**	**$488,500**	**$299,000**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$787,500	$488,500	$299,000
Total Funding Sources	**$787,500**	**$488,500**	**$299,000**

CITY OF NEENAH
2016 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED

GENERAL SUMMARY
(cont.)

Capital Equipment

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Information Systems	167,000	122,000	45,000
Police	112,800	69,800	43,000
Fire/Rescue (60.01% of Consolidated Department)	312,080	283,150	28,930
Public Works/Recycling	655,000	1,064,000	(409,000)
Parks and Recreation	14,760	0	14,760
Cemetery	32,920	32,920	0
Total Expenditures	**$1,294,560**	**$1,571,870**	**($277,310)**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$1,294,560	$1,571,870	($277,310)
Total Funding Sources	**$1,294,560**	**$1,571,870**	**($277,310)**

Utilities - Sanitary and Storm Sewer

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Sanitary Sewer Projects	$945,000	$895,000	$50,000
Storm Sewer Projects	645,000	590,000	55,000
Total Expenditures	**$1,590,000**	**$1,485,000**	**$105,000**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-San. Sewer Supported	$945,000	$895,000	$50,000
General Obligation Borrowing-Storm Sewer Supported	645,000	590,000	55,000
Total Funding Sources	**$1,590,000**	**$1,485,000**	**$105,000**

EXPENDITURE SUMMARY

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Streets, Pedestrian Routes, Traffic Signals	$2,891,000	$2,351,000	$540,000
Tax Incremental Financing	735,000	735,000	0
Redevelopment Fund	0	7,500	0
Facilities	787,500	488,500	299,000
Capital Equipment	1,294,560	1,571,870	(277,310)
Utilities - Sanitary and Storm Sewer	1,590,000	1,485,000	105,000
Total Expenditures	**$7,298,060**	**$6,638,870**	**$666,690**

FUNDING SOURCES SUMMARY

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing			
General Obligation Borrowing-TIF Supported	$735,000	$735,000	$0
General Obligation Borrowing-San. Sewer Supported	945,000	895,000	50,000
General Obligation Borrowing-Storm Utility Supported	645,000	590,000	55,000
General Obligation Borrowing-Gen. Tax Supported	4,973,060	4,411,370	561,690
General Obligation Borrowing-Total	**$7,298,060**	**$6,631,370**	**$666,690**
Use of Reserves	0	7,500	(7,500)
Private Contributions/Grants	0	0	0
Total Funding Sources	**$7,298,060**	**$6,638,870**	**$659,190**

Debt Retired in 2016	**6,635,100**
Difference	**3,730**

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM
DISTRIBUTION OF GENERAL OBLIGATION CAPITAL BORROWING AMONG PROGRAM TYPES

PROGRAMS	2011 ACTUAL		2012 ACTUAL		2013 ACTUAL	
Streets, Pedestrian Routes, Lighting, Traffic Signals	$1,555,000	30%	$1,515,000	29%	$1,235,000	26%
Tax Incremental Districts	595,000	11%	1,635,000	31%	1,075,000	23%
Facilities	330,000	6%	430,000	8%	295,000	6%
Capital Equipment	855,000	16%	620,000	12%	1,160,000	25%
Sanitary Sewer	1,390,000	26%	1,125,000	21%	1,105,000	24%
Storm Water	270,000	5%	265,000	5%	400,000	9%
TOTAL CAPITAL FINANCING	**$4,995,000**	**95%**	**$5,590,000**	**106%**	**$5,270,000**	**112%**

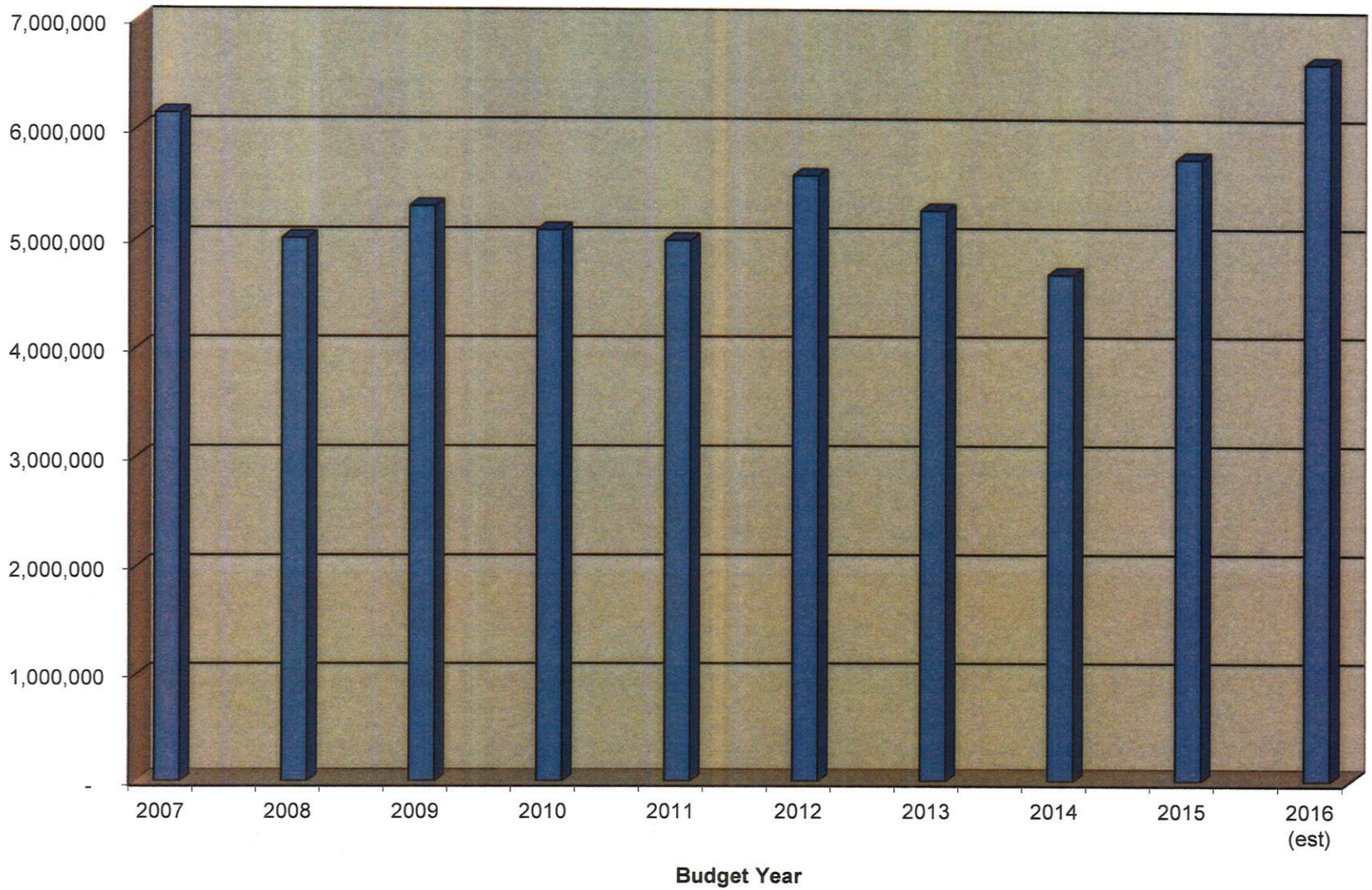
PROGRAMS	2014 ACTUAL		2015 BUDGET		2016 PROPOSED	
Streets, Pedestrian Routes, Lighting, Traffic Signals	$1,265,000	27%	$1,425,000	25%	$2,351,000	35%
Tax Incremental Districts	535,000	11%	1,515,000	26%	735,000	11%
Facilities	475,000	10%	300,000	5%	488,500	7%
Capital Equipment	955,000	20%	1,340,000	23%	1,571,870	24%
Sanitary Sewer	940,000	20%	655,000	11%	895,000	13%
Storm Water	515,000	11%	515,000	9%	590,000	9%
TOTAL CAPITAL FINANCING	**$4,685,000**	**100%**	**$5,750,000**	**100%**	**$6,631,370**	**100%**

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2007-2016

Year	Capital Borrowing	Annual Change	% Change
2007	6,150,000		
2008	5,015,000	(1,135,000)	-18.46%
2009	5,305,000	290,000	5.78%
2010	5,090,000	(215,000)	-4.05%
2011	4,995,000	(95,000)	-1.87%
2012	5,590,000	595,000	11.91%
2013	5,270,000	(320,000)	-5.72%
2014	4,685,000	(585,000)	-11.10%
2015	5,750,000	1,065,000	22.73%
2016 (est)	6,631,370	881,370	15.33%
Average	$5,448,137		

* Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2007-2016



CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM IN BRIEF
MAYOR'S RECOMMENDATION

BUDGETED RESOURCES

	2016 PROGRAM
Capital Borrowing Proceeds	$6,631,370
Use of Reserves	7,500
TOTAL RESOURCES	**$6,638,870**

BUDGETED EXPENDITURES

	2016 PROGRAM
Streets	$1,984,000
Pedestrian Routes	347,000
Traffic Signals	20,000
Total Streets, Pedestrian Routes, Traffic Signals	**2,351,000**
TIF #7 Original (Westside Business Corridor)	65,000
TIF #8 Original (Doty Island Redevelopment)	10,000
TIF #9 (U.S.Hwy. 41 Industrial)	345,000
TIF #10 (Near Downtown District)	315,000
Total TIF's	**735,000**
Redevelopment Fund	**7,500**
Public Facilities	**488,500**
Capital Equipment	**1,571,870**
Sanitary Sewer Projects	**895,000**
Storm Sewer Projects	**590,000**
TOTAL EXPENDITURES	**$6,638,870**

STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL PROGRAM MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$2,351,000
Use of Reserves	0
Total 2016 Program Funding	**$2,351,000**

2016 PROGRAM EXPENDITURES

Major Streets	$0
Street Upgrades - City Initiated	910,000
Street Upgrades - Citizen Petitioned	0
Railroad Crossing	0
General Street Resurfacing	310,000
Streets Under Improvement Contracts	604,000
Pavement Repair (Streets)	160,000
Pedestrian Routes	347,000
Traffic Control	20,000
Total 2016 Program Expenditures	**$2,351,000**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Public Infrastructure Fund
Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2016 Proposed Budget

The Public Infrastructure Fund accounts for all capital improvement to public streets, bridges, pedestrian routes and traffic control.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$4,111,597	$3,993,904	$3,993,904	$3,371,202
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	14,696	0	0	0
Debt Issuance	1,265,000	1,419,000	1,265,000	2,351,000
Transfers in	0	0	0	0
Total Revenues	1,279,696	1,419,000	1,265,000	2,351,000
Expenditures				
Capital Outlay - Current Budget	1,374,689	1,419,000	1,265,000	2,351,000
Transfers out	22,700	445,000	445,000	0
Total Expenditures	1,397,389	1,864,000	1,710,000	2,351,000
Excess Revenues Over (Under) Expenditures	(117,693)	(445,000)	(445,000)	0
Fund Balance December 31 (Before Carry Forwards)	$3,993,904	$3,548,904	$3,548,904	$3,371,202
Capital Outlay - Carry Forwards	366,121	177,702	177,702	0
Fund Balance December 31 (After Carry Forwards)	$3,627,783	$3,371,202	$3,371,202	$3,371,202

Public Infrastructure Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Adopted May 2015	Updated Nov. 2015
Main Street Slough Bridge/2011. (Streets)	$15,000	$15,000	$5,380
Bell St. (RR Overpass-Industrial)/2010. (Ped. Routes)	24,156	24,156	24,156
Breezewood Lane/2011. (Pedestrian Routes)	88,672	88,672	88,672
Harrison Street/2011. (Pedestrian Routes)	30,000	30,000	30,000
Carriage/Secretariat/2011. (Pedestrian Routes)	34,000	0	0
Signal Upgrade/Commercial-Nicolet/2013. (Traffic)	29,494	29,494	29,494
Total Carry Forwards Funds to 2015	$221,322	$187,322	$177,702

* Fund Balance includes $15,000 earmarked for expenditures related to the demolition of Fox Valley Energy. The plan to transfer those costs to TIF #10 after it is created.

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL			
2016 STREETS			
Major Streets	**$0**	**$0**	
Street Upgrades-City Initiated **Curb, gutter, bituminous pavement unless otherwise noted. The condition of each street is classified from (10) new to (1) completely deteriorated.**			
1. Oak Street (Dieckhoff - Washington)/2,800 ft. (5) Coordinate with utility work. *Adopted Spring CIP $570,000.* (Estimated Assessments $225,000)	$0	$0	Per Dept. request
2. Franklin Avenue (Oak - Congress/1,900 ft. (2). Coordinate with utility work. *Adopted Spring CIP $280,000.* (Estimated Assessments $60,000)	$440,000	440,000	Necessary project
3. Higgins Avenue (Laudan - Division)/1,200 ft. (4) Coordinate with utility work. Moved from 2016 General Street Resurfacing -- *Adopted Spring CIP $120,000.* (Estimated Assessments $55,000)	$300,000	300,000	Coordinate with water/sanitary
4. Thomas Court/1,700 ft. (3) Coordinate with utility work. Moved from *2018 General Street Resurfacing -- Adopted Spring CIP $150,000.* (Estimated Assessments $67,000)	$415,000	0	Low priority
5. Columbian Avenue (Oak - Elm)/700 ft. (3) Coordinate with utility work. *Moved from 2016 General Street Resurfacing -- Adopted Spring CIP $75,000.* (Estimated Assessments $19,000)	$170,000	170,000	
Subtotal 2016 Street Upgrades-City Initiated **(Estimated Assessments $182,000)**	**$1,325,000**	**$910,000**	
Street Upgrades Citizen Petitioned **Currently no petitions are on file. However, it is likely representatives from various areas of the City may request curb and gutter street improvements. These projects will be scheduled according to guidelines and within resources.**	**$0**	**$0**	
Railroad Crossings	**$0**	**$0**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
General Street Resurfacing **All projects are for bituminous overlay unless otherwise noted. The annual schedule represents an orderly, geographically dispersed program of preventive maintenance to reduce day-to-day repairs and extend street life. Current surface condition of each street is classified from (10) new to (1) completely deteriorated.**			
1. Franklin Avenue (Walnut - Oak)/800 ft. (5) Coordinate with utility work. *Not included in Spring CIP.* (Estimated Assessments $43,000)	$80,000	$80,000	Complete w/rest of project
2. Henry Street (Sherry - Adams)/750 ft. (4) Coordinate with sanitary sewer work. *Not included in Spring CIP.*	90,000	90,000	Sanitary driven
3. Lincoln Street (Third - Fourth)/400 ft. (3) Coordinate with sanitary sewer work. *Not included in Spring CIP.*	60,000	0	Budget constraints
4. Limekiln Drive (Bayview to east)/1,550 ft. (4) Cost-share on Town of Neenah project. South half of road lies in the City. (Estimated Assessments $14,000.)	60,000	60,000	In conjuction with Town of Neenah project
5. North Street (Green Bay - 670' W)/670 ft. (2) (Estimated Assessments $30,000)	80,000	80,000	Contingent upon Town coordination
Subtotal 2016 General Street Resurfacing (Estimated Assessments $145,000)	**$370,000**	**$310,000**	
Subdivision Streets Under Improvement Contracts			
1. Castle Oak IV/700 ft. - 2" bituminous surface. (Estimated Developer Escrow $22,000)	$22,000	$22,000	Necessary
2. Castle Oak Subdivision. Existing 2" asphalt streets. Construct curb/gutter streets and roundabout at Marathon/Castle Oak intersection. Marathon Av/1,440 ft (Fort - Castle Oak) Castle Oak Dr/1,310 ft. (Ind. Pk - W of Maple Grove) Grassy Ln/390 ft. (Olde School - N end) Olde School Rd/470 ft. (Marathon - Maple Grove) (Est. Assessments/Direct Costs $570,160) (Esimated Developer Escrow $11,840)	$582,000	582,000	Committed to last year
Subtotal 2016 Subdivision Streets Under Improvement Contracts **(Estimated Developer Escrow $33,840)** **(Est. Assessments/Direct Costs $570,160)**	**$604,000**	**$604,000**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Pavement Repair (Streets)			
1. Undesignated concrete and asphalt pavement repair. *Adopted Spring CIP $150,000.*	$200,000	$160,000	Increase from adopted Spring CIP
Subtotal 2016 Pavement Repair (Streets) **(Estimated Assessments $0)**	**$200,000**	**$160,000**	
TOTAL ALL 2016 STREETS **(Estimated Assessments $897,160)** **(Estimate Developer Escrow $33,840)**	**$2,499,000**	**$1,984,000**	
2016 PEDESTRIAN ROUTES			
New Pedestrian Routes			
1. Nature Trail Subdivision. Trail/boardwalk in Outlots 6 and 9 connecting Pendleton Road to Nature Trail Drive. Engineering. Work done in conjunction with Carpenter Preserve Trail engineering.	$30,000	$30,000	Timing issue
2. Congress Street (Peckham - Cecil)/2,600 ft. East side. Minor Arterial street. School route. *(Adopted Spring CIP $66,000)* (Estimated Assessments $22,000)	0	$0	
3. Marathon Avenue (Castle Oak - Fort)/1,500 ft. Sidewalk on both sides. (Estimated Castle Oak Estates Escrow $46,180)	75,000	$75,000	In conjuction w/street improvements
4. Olde School Rd (Marathon - Maple Grove)/470 ft. Sidewalk on both sides. School route. (Estimated Castle Oak Estates Escrow $12,832)	23,000	$23,000	
5. Castle Oak Drive (Marathon - Bruce)/880 ft. Sidewalk on North side. School route. (Estimated Assessments $7,500)	19,000	$19,000	In conjuction w/street improvements
6. Castle Oak Drive (Industrial - Marathon)/1,090 ft. Sidewalk on both sides. School route. (Estimated Assessments $13,000) (Estimated Castle Oak Estates Escrow $19,710)	60,000	$60,000	In conjuction w/street improvements
Subtotal 2016 New Pedestrian Routes **(Estimated Assessments $20,500)** **(Estimated Developer Escrow $78,722)**	**$207,000**	**$207,000**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Pedestrian Routes Replacement and Repair (Sidewalks and Trails)			
1. Undesignated. *Adopted Spring CIP $130,000.*	$150,000	$140,000	Slight increase from 2015 justified
2. North Riverwalk. Railing re-painting.	15,000	0	Do with summer help
Subtotal 2016 Pedestrian Routes Replacement and Repair (Sidewalks and Trails)	**$165,000**	**$140,000**	
TOTAL ALL 2016 PEDESTRIAN ROUTES (Estimated Assessments $40,900) (Estimated Developer Escrow $25,700)	**$372,000**	**$347,000**	
2016 TRAFFIC CONTROL			
1. Commercial Street (Franklin - Nicolet). Convert street lighting to LED fixtures. 49 fixtures (35 cobrahead, 14 post-top). Est. payback 5.7 years. *Adopted Spring CIP $30,000.*	$0	$0	2015 Project
2. Winneconne @ Zemlock. Crossing beacon upgrade to enhance Winneconne Avenue crossing. Installation to consist of a rectangular rapid flashing beacon system.	$20,000	$20,000	Necessary improvement upgrade
TOTAL ALL 2016 TRAFFIC CONTROL	**$20,000**	**$20,000**	
TOTAL ALL 2016 STREETS, PEDESTRIAN ROUTES AND TRAFFIC CONTROL PROJECTS (Estimated Assessments $938,060) (Estimated Developer Escrow $59,540)	**$2,891,000**	**$2,351,000**	

TAX INCREMENTAL FINANCING DISTRICTS
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$735,000
Private Contributions/Grants	0
Total 2016 Program Funding	**$735,000**

2016 PROGRAM EXPENDITURES

TIF #7 (Westside Business Corridor)	$65,000
TIF #8 (Doty Island Redevelopment)	10,000
TIF #9 (U.S. Hwy. 41 Industrial)	345,000
TIF #10 (Near Downtown District)	315,000
Total 2016 Program Expenditures	**$735,000**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #5 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

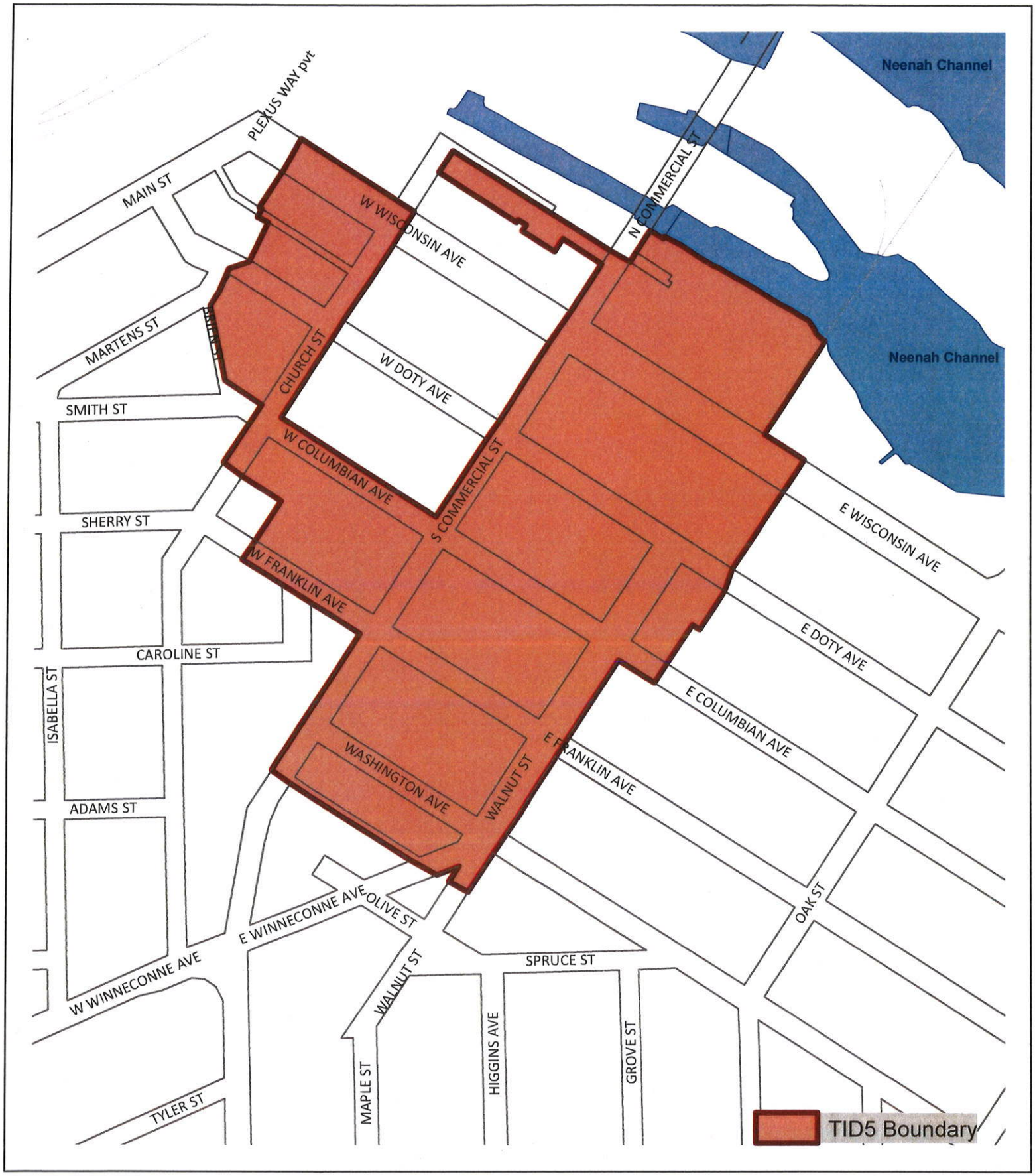
2016 Proposed Budget

The Tax Incremental Financing District #5 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #5.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$218,554	$224,825	$224,825	$224,825
Revenues				
Intergovernmental	4,590	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	10,000	10,000	10,000	0
Transfers In	0	0	0	0
Total Revenues	14,590	10,000	10,000	0
Expenditures				
Capital Outlay - Current Budget	8,319	10,000	10,000	0
Transfers out	0	0	0	0
Total Expenditures	8,319	10,000	10,000	0
Excess Revenues Over (Under) Expenditures	6,271	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$224,825	$224,825	$224,825	$224,825
Capital Outlay - Carry Forwards	380,190	0	0	0
Fund Balance December 31 (After Carry Forwards)	($155,365)	$224,825	$224,825	$224,825

TIF #5 Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			



Neenah WISCONSIN

Tax Increment District #5 Proposed Boundary

N W E S

0 250 500 Feet

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #6 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

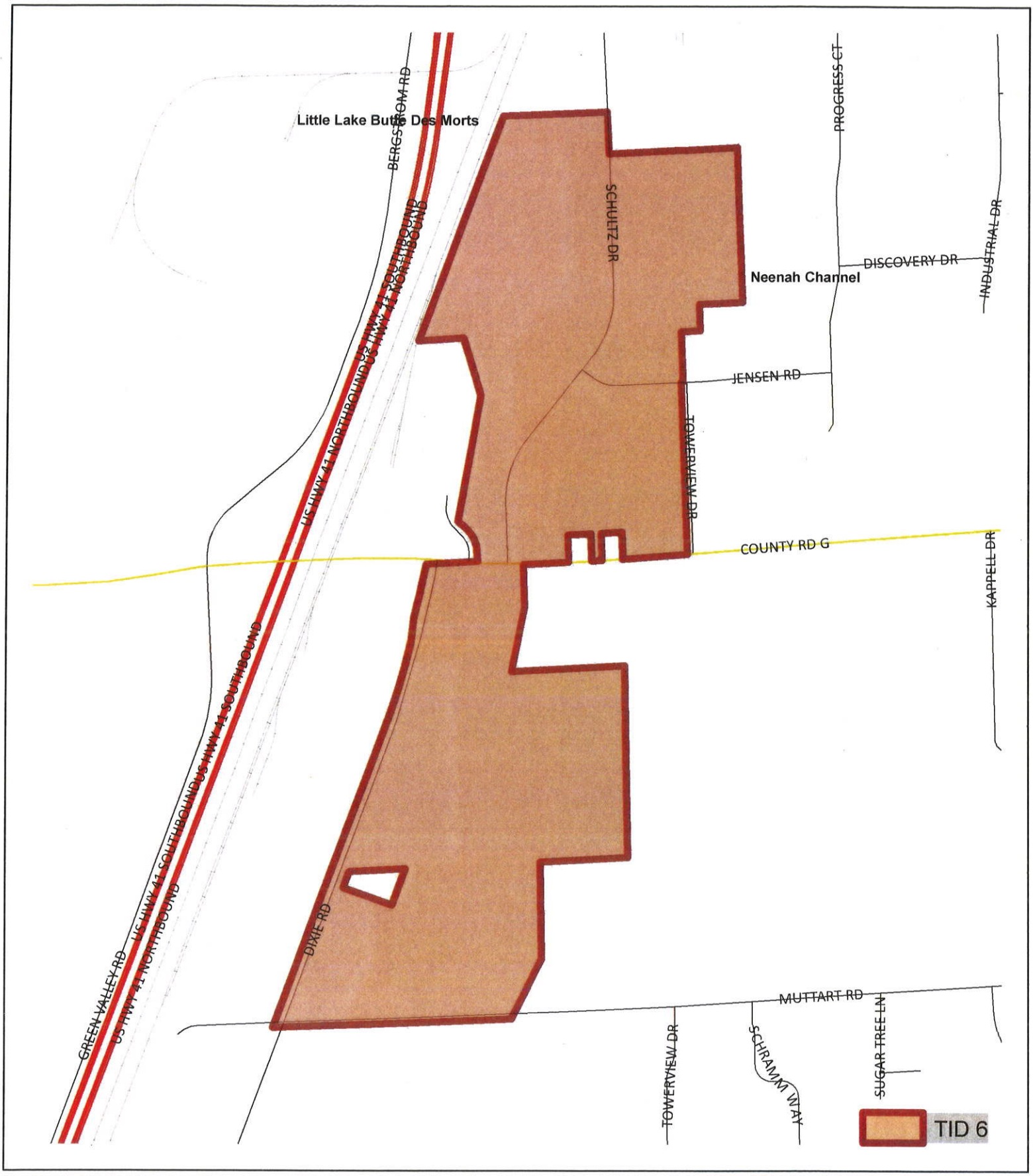
2016 Proposed Budget

The Tax Incremental Financing District #6 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #6.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$267,623	$96,354	$96,354	$96,354
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	226,000	8,700	8,700	0
Total Revenues	226,000	8,700	8,700	0
Expenditures				
Capital Outlay - Current Budget	397,269	8,700	8,700	0
Transfers out	0	0	0	0
Total Expenditures	397,269	8,700	8,700	0
Excess Revenues Over (Under) Expenditures	(171,269)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$96,354	$96,354	$96,354	$96,354
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$96,354	$96,354	$96,354	$96,354

TIF #6 Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Increment District 6 Boundary Map

Neenah WISCONSIN

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CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** T.I.F. District #7 Fund
Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2016 Proposed Budget

The Tax Incremental Financing District #7 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #7.

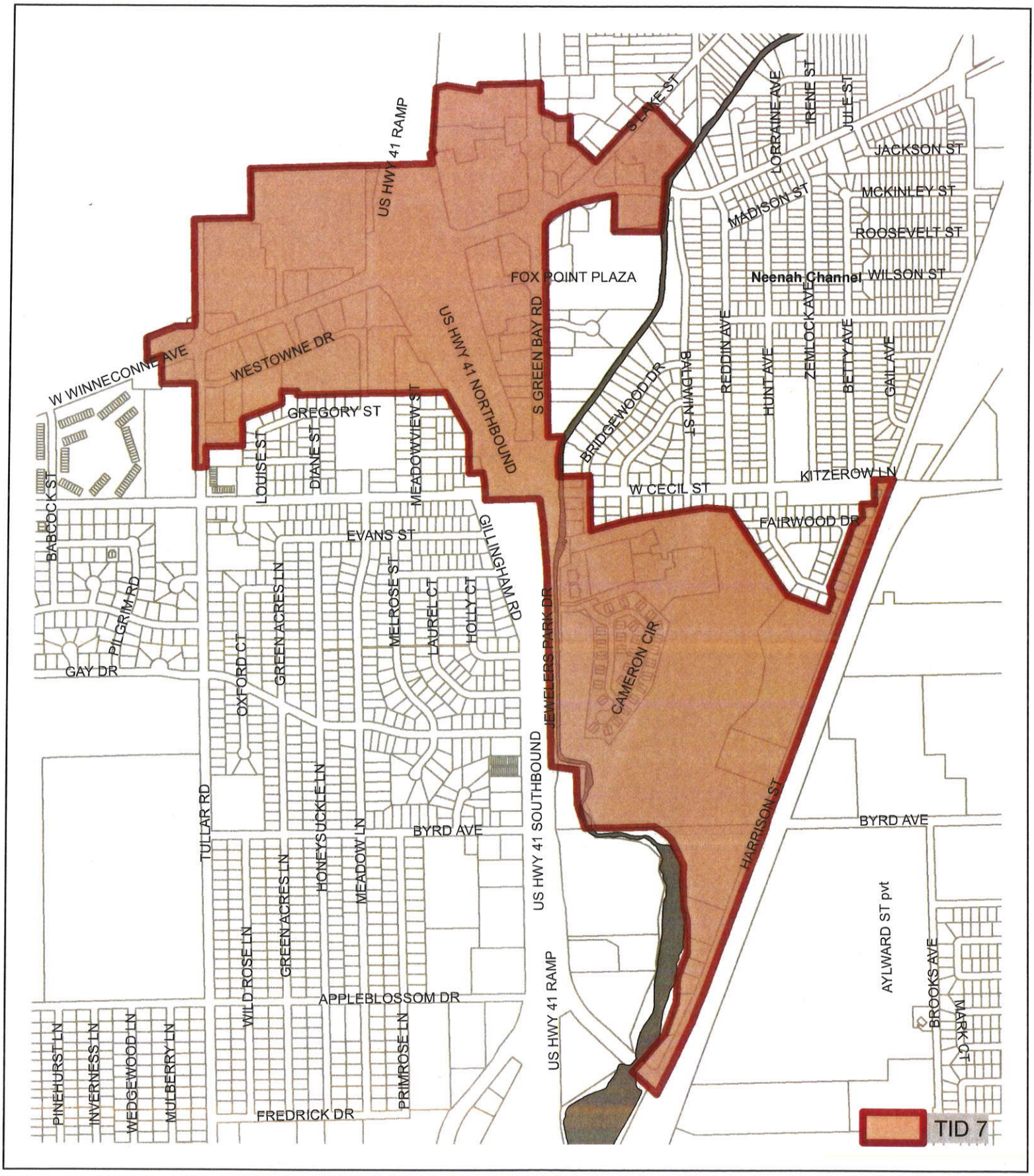
	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$1,015,038	$1,024,713	$1,024,713	$999,713
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	35,000	7,500	7,500	65,000
Total Revenues	35,000	7,500	7,500	65,000
Expenditures				
Capital Outlay - Current Budget	25,325	32,500	32,500	65,000
Transfers out	0	0	0	0
Total Expenditures	25,325	32,500	32,500	65,000
Excess Revenues Over (Under) Expenditures	9,675	(25,000)	(25,000)	0
Fund Balance December 31 (Before Carry Forwards)	$1,024,713	$999,713	$999,713	$999,713
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$1,024,713	$999,713	$999,713	$999,713

TIF #7 Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 TAX INCREMENT DISTRICTS			
Tax Increment District #7 - Westside Business Corridor			
Project expenditures can be made through 7/4/2022.			
1. Planning/marketing/project support.	$10,000	$10,000	
2. Cameron Circle - final asphalt coating, southerly 1/3. *Not included in adopted Spring CIP.*	30,000	30,000	Finish previous work
3. Fox Cities Ignite regional marketing effort.	25,000	25,000	Regional effort
Total 2016 Tax Increment District #7 - Westside Business Corridor	**$65,000**	**$65,000**	



Tax Increment District 7
Boundary Map

Neenah
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CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #8 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2016 Proposed Budget

The Tax Incremental Financing District #8 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #8.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$1,124,705	$1,504,052	$1,504,052	$797,090
Revenues				
Intergovernmental	92,000	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	260,000	10,000	10,000	10,000
Transfers In	98,000	170,000	340,000	170,000
Total Revenues	450,000	180,000	350,000	180,000
Expenditures				
Capital Outlay - Current Budget	70,653	10,000	10,000	10,000
Transfers out	0	0	0	0
Total Expenditures	70,653	10,000	10,000	10,000
Excess Revenues Over (Under) Expenditures	379,347	170,000	340,000	170,000
Fund Balance December 31 (Before Carry Forwards)	$1,504,052	$1,674,052	$1,844,052	$967,090
Capital Outlay - Carry Forwards	1,070,740	1,046,962	1,046,962	0
Fund Balance December 31 (After Carry Forwards)	$433,312	$627,090	$797,090	$967,090

* Note: Fund balance amount includes $2.188 million in debt reserve that is encumbered and unavailable.
Amount excludes estimated $200,000 in future grant reimbursement for Arrowhead Park.

TIF #8 Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Adopted May 2015	Updated Nov. 2015
Glatfelter/Plexus Project/2009. (TID #8/CDA)	$4,820	$4,820	$4,820
Glatfelter Surface Parking/2011. (TID #8/CDA)	125,000	125,000	125,000
Addtn'l Parking-Undesignated/2013. (TID #8)	443,521	443,521	443,521
Arrowhead Park Development/2013. (TID #8)	211,621	211,621	211,621
Church Street Parking Ramp/2013. (TID #8)	12,000	12,000	12,000
Downtown Additional Parking/2014. (TID #8)	220,000	220,000	220,000
Downtown Parking Study/2014. (TID #8)	30,000	30,000	30,000
Total Carry Forwards Funds to 2015	$1,046,962	$1,046,962	$1,046,962

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 TAX INCREMENT DISTRICTS			
Tax Increment District #8 - Doty Island/Neenah			
Project expenditures can be made through 9/4/2023.			
1. Planning/marketing/project support.	$10,000	$10,000	
Total 2016 Tax Increment District #8 - Doty Island/Neenah Riverwalk	**$10,000**	**$10,000**	

Neenah
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Figure 1
Tax Increment District #8
Boundary Map

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CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** T.I.F. District #9 Fund
Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2016 Proposed Budget

The Tax Incremental Financing District #9 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #9.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$0	$0	$0	$0
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	125,000	125,000	345,000
Transfers In	0	0	0	0
Total Revenues	0	125,000	125,000	345,000
Expenditures				
Capital Outlay - Current Budget	0	125,000	125,000	345,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	125,000	125,000	345,000
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance, December 31	$0	$0	$0	$0

TIF #9 Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 TAX INCREMENT DISTRICTS			
Tax Increment District #9 - U.S. Highway 41 Industrial			
Project expenditures can be made through 3/18/2036.			
1. Planning/marketing/project support.	$15,000	$15,000	
2. Pedestrian Infrastructure Improvement to support high value private investment within the District. Per Council Approved Development Agreeement.	330,000	330,000	Previously approved
Total 2016 Tax Increment District #9 - U.S. Highway Industrial Corridor District	**$345,000**	**$345,000**	

Tax Increment Financing District #9 Boundary

Source: City of Neenah, Community Development and Assessment (October 2015)

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CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #10 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2016 Proposed Budget

The Tax Incremental Financing District #10 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #10.

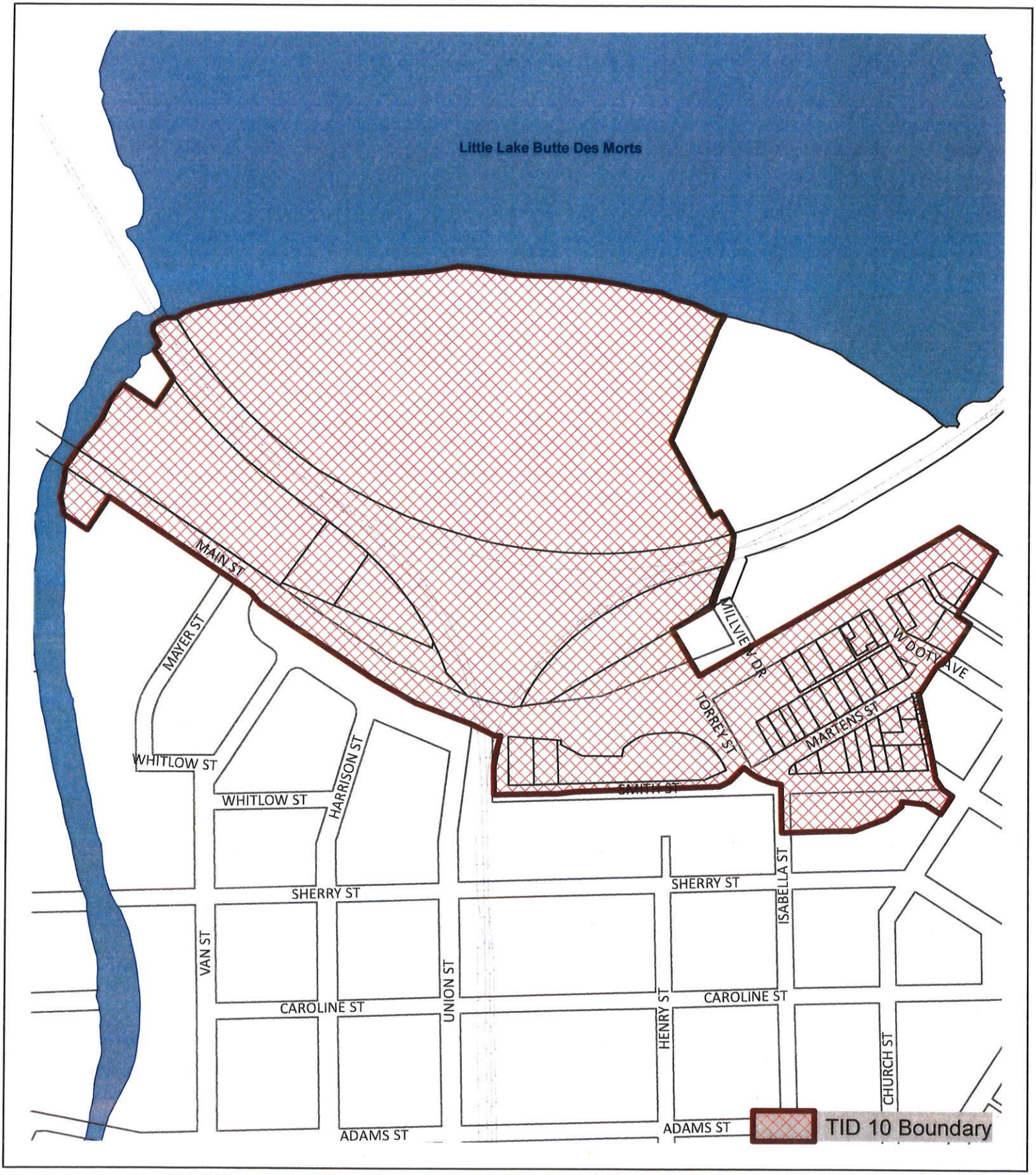
	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$0	$0	$0	$0
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	315,000
Transfers In	0	0	0	0
Total Revenues	0	0	0	315,000
Expenditures				
Capital Outlay - Current Budget	0	0	0	315,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	0	0	315,000
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance, December 31	$0	$0	$0	$0

TIF #10 Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 TAX INCREMENT DISTRICTS			
Tax Increment District #10 -Near Downtown District Project expenditures can be made through 8/5/2036.			
1. Planning/marketing/project support.	$15,000	$15,000	
2. Arrowhead Park. Build trestle bridges to complete the pedestrian/bicycle trail around Little Lake Butte des Morts. This project would be done with the City of Menasha. Total cost estimate is $3.2 million. (Apply for 50% DNR Stewardship funds $1,600,000. Fundraise $1,000,000 through partnership with Future Neenah. Cities each borrow $300,000.)	300,000	300,000	Communities commitment; previous Council action
Total 2016 Tax Increment District #10 - Near Downtown District	**$315,000**	**$315,000**	
TOTAL ALL 2016 TAX INCREMENT DISTRICTS	**$735,000**	**$735,000**	



Neenah WISCONSIN

Figure 1
Tax Increment District #10
Boundary Map

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REDEVELOPMENT FUND PROGRAM
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

Use of Reserves	$7,500
Total 2016 Program Funding	**$7,500**

2016 PROGRAM EXPENSES

City Comprehensive Plan	$7,500
Total 2016 Program Expenses	**$7,500**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Redevelopment Fund
Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2016 Proposed Budget

The Redevelopment Fund accounts for financing and construction of redevelopment planning and projects in non-TIF areas of the City, including serving as a clearing account for specific grant funded expenditures.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$16,767	$33,306	$33,306	$8,306
Revenues				
Intergovernmental	81,211	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Transfers In	0	0	0	0
Total Revenues	81,211	0	0	0
Expenditures				
Capital Outlay - Current Budget	64,672	25,000	25,000	7,500
Transfers out	0	0	0	0
Total Expenditures	64,672	25,000	25,000	7,500
Excess Revenues Over (Under) Expenditures	16,539	(25,000)	(25,000)	(7,500)
Fund Balance December 31 (Before Carry Forwards)	$33,306	$8,306	$8,306	$806
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$33,306	$8,306	$8,306	$806

Redevelopment Fund Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
2016 COMMUNITY REDEVELOPMENT FUND
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 COMMUNITY REDEVELOPMENT FUND			
1. City Comprehensive Plan Rewrite * The Comprehensive Plan rewrite will be initiated in 2016, with completion scheduled in 2017	$0	$7,500	Transferred from General Fund.
Total 2016 Community Redevelopment Fund	**$0**	**$7,500**	
Total Comprehansive Plan Estimated Budget 2015 - $25,000 2016 - 7,500 2017 - 8,500 Total - $41,000			
*The Community Redevelopment Fund also serves as the clearing account for the CDA's EPA grants. Expenditures are initially funded from this account and reimbursed via the grant.			

PUBLIC FACILITIES PROGRAM
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$488,500
Private Contributions/Grants	0
Total 2016 Program Funding	**$488,500**

2016 PROGRAM EXPENDITURES

Existing Facilities:	
Administration Building	$30,000
Police Station	166,000
Fire/Rescue (100% City Funded)	15,000
Public Works	47,500
Library	35,000
Bergstrom-Mahler Museum	20,000
Parks & Recreation	145,000
Cemetery	30,000
Total 2016 Program Expenditures	**$488,500**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Public Facilities Fund
Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2016 Proposed Budget

The Public Facilities Fund accounts for all capital improvements to City owned public facilities such as buildings and parks.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$73,811	$37,251	$37,251	($373,947)
Revenues				
Intergovernmental/Grants	0	0	0	0
Debt Issuance	445,000	324,300	324,300	488,500
Contributions	0	0	0	0
Transfers in	0	0	0	0
Total Revenues	445,000	324,300	324,300	488,500
Expenditures				
Capital Outlay - Current Budget	481,560	324,300	324,300	488,500
Capital Outlay - Contributions/Grants	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	481,560	324,300	324,300	488,500
Excess Revenues Over (Under) Expenditures	(36,560)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$37,251	$37,251	$37,251	($373,947)
Capital Outlay - Carry Forwards	313,527	411,198	411,198	0
Fund Balance December 31 (After Carry Forwards)	($276,276)	($373,947)	($373,947)	($373,947)

* Note: Fund balance amount excludes estimated $350,000 in future grant reimbursement for Herb & Dolly Smith Park project.

Public Facilities Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Adopted May 2015	Updated Nov. 2015
City Hall ADA Compliance/2013. (Facilities-Admin.)	$5,000	$5,000	$5,000
Office Remodeling Project/2012. (Facilities-Police)	1,759	1,759	1,759
Office Remodeling Project/2013. (Facilities-Police)	8,500	8,500	8,500
Building Security/2013. (Facilities-Police)	1,469	1,469	1,469
Shattuck Park Refurbishment/2013. (Facilities-P&R)	14,470	14,470	14,470
Various Parks-Security Locks/2013. (Facilities-P&R)	20,000	20,000	20,000
Room Upgrades/2014. (Facilities-Police)	8,000	8,000	8,000
Range-Lead Remediation/2014. (Facilities-Police)	77,000	77,000	77,000
Church St. Ramp LED Light/2014. (Facilities-Prkng)	160,000	160,000	160,000
Skatepark/2014. (Facilities-Park & Rec)	80,000	80,000	80,000
Washington Tennis Courts/2014. (Facilities-P & R)	20,000	20,000	20,000
Kimberly Point Lighthouse/2014. (Facilities-P & R)	15,000	15,000	15,000
Total Carry Forwards Funds to 2015	$411,198	$411,198	$411,198

CITY OF NEENAH
2016 - 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 FACILITIES			
Administration Building			
1. ADA compliance and ergonomic adjustments. *Not included in adopted Spring CIP.*	$30,000	$30,000	
Total 2016 Administration Building Facilities	**$30,000**	**$30,000**	
Police Department			
1. Boiler replacement. When system fails, replace the 6 units with 2 high-efficiency green units. *Adopted Spring*	$85,000	$85,000	Per previous Council action
2. Off-site Evidence Storage. *Adopted Spring CIP $150,000.*	75,000	75,000	Request justified
3. Parking Lot Resurface - North Lot	6,000	6,000	Necessary improvement
Total 2016 Police Department	**$166,000**	**$166,000**	
Fire Department			
1. Update to kitchen cabinets, dormitory counters/desks and windowsills in dormitory at Station 32. Waiting on quotes. Neenah share 100%.	$15,000	$15,000	Necessary replacement
Total 2016 Fire Department	**$15,000**	**$15,000**	
City Facilities			
1. Tullar Garage: Resurface north vehicle floor. *Not included in adopted Spring CIP.*	$180,000	$0	Budget constraints
2. Tullar Garage: Overhead door replacement.	5,000	$5,000	Replacement cycle
3. Church Street Parking Ramp: Miscellaneous repairs.	15,000	10,000	Necessary maintenance
4. Tullar Garage: 15,000 lb. 2 post lift	7,500	7,500	
5. Training Center: Replace AC Unit. *Not included in adopted Spring CIP.*	25,000	25,000	Necessary to utilize facility
Total 2016 City Facilities	**$232,500**	**$47,500**	
Bergstrom-Mahler Museum			
1. Annual subsidy. (Potential projects could include: Air conditioning unit #3, new exterior sign on east side, irrigation system upgrade and replacing driveway street lights with LED.)	$20,000	$20,000	Request justified
Total 2016 Bergstrom-Mahler Museum	**$20,000**	**$20,000**	

CITY OF NEENAH
2016 - 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Library			
1. Remodel Youth Services Workroom. Youth staffing has changed since the new building opened: One full-time employee was replaced with two part-time employees in 2008, requiring additional workspace. Staff plan to reallocate another part-time staff person from another department in 2016 - to assist with programming and providing services. Since opening in 2000, youth staff have expanded program offerings beyond story times, musical programs and puppet theaters, to include crafts and a wide variety of special events, requiring the acquisition and storage of numerous craft supplies as well as space for staff and volunteers to create, prepare, and assemble projects. Staff envision smaller individual workstations (replacing very large desks) and a large central island for supplies storage and counter/workspace for staff & volunteers. Additional cupboards and shelving are needed to store book collections. The cost is based upon an estimate of approximately $5,000 per employee workstation with additional funding for the central island/workspace.	$35,000	$35,000	Upgrade justified
2. Resurface terrazzo. Strip and protect the terrazzo floors. The stone floor protector creates a high traction surface to minimize slips and falls. Less susceptible to scuffs, black marks, etc. *Not included in adopted Spring CIP.*	10,000	$0	Utilize trust funds
Total 2016 Library	**$45,000**	**$35,000**	
Parks and Recreation			
1. Pool. Refurbish basin to extend life.	$24,000	$0	Defer to 2017
2. Various Parks. Upgrade playground equipment and surfacing for ADA compliance.	25,000	15,000	Budget constraints
3. Castle Oak Park. Build open shelter and playground.	80,000	60,000	Long wait; neighborhood built up
4. Shattuck Park. Repair building deck and treat concrete for water infiltration.	20,000	20,000	Necessary maintenance
5. Carpenter Preserve. Engineering and permitting. This work should be done in advance of DNR grant applications, and in conjunction with Nature Trails subdivision trails planning.	20,000	0	Our money not necessary to apply for grant
6. Various Parks (Riverside, Southview, Skatepark). Replace drinking fountains.	5,000	5,000	
7. Doty Park. Replace Cabin roof $25,000. Replace Shelter roof $30,000. *Not included in Spring CIP.*	55,000	25,000	Defer shelter roof to 2017

CITY OF NEENAH
2016 - 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
8. Riverside Park. Upgrade electric in pavilion. The electric upgrade is required by the Fire Inspector. $10,000 expected in fundraising. *Not included in Spring CIP.*	20,000	10,000	Fire Dept. order; necessary improvement; seek $10K in donations
9. Rec Park. Establish a boat wash station at Rec Park Boat Landing for boaters to wash invasive species off when leaving. Inquire about possible waterway or boating grants from state to assist in this project. *Adopted Spring CIP $10,000.*	0	10,000	Boaters request invasive species control
Total 2016 Parks and Recreation	**$249,000**	**$145,000**	
Oak Hill Cemetery			
1. Replace Water System. This is an underground pipe system with numerous spigots, used by the public to water flowers at grave sites. The water is supplied from a well.	$30,000	$30,000	
Total 2016 Oak Hill Cemetery	**$30,000**	**$30,000**	
TOTAL ALL 2016 FACILITIES	**$787,500**	**$488,500**	

CAPITAL EQUIPMENT PROGRAM
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$1,571,870
Use of Reserves	0
Total 2016 Program Funding	**$1,571,870**

2016 PROGRAM EXPENDITURES

Information Systems	$122,000
Police	69,800
Fire/Rescue (60.01% of Consolidated Department)	283,150
Public Works and Recycling	1,064,000
Library	0
Parks and Recreation	0
Cemetery	32,920
Total 2016 Program Expenditures	**$1,571,870**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Capital Equipment Fund
Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2016 Proposed Budget

The Capital Fund accounts for the purchase of all capital equipment within all City departments.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$564,239	$257,692	$257,692	$250,181
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	14,663	0	0	0
Debt Issuance	939,700	1,389,180	1,389,180	1,571,870
Transfers in	0	445,000	445,000	0
Total Revenues	954,363	1,834,180	1,834,180	1,571,870
Expenditures				
Capital Outlay - Current Budget	1,260,910	1,389,180	1,389,180	1,571,870
Transfers out	0	0	0	0
Total Expenditures	1,260,910	1,389,180	1,389,180	1,571,870
Excess Revenues Over (Under) Expenditures	(306,547)	445,000	445,000	0
Fund Balance December 31 (Before Carry Forwards)	$257,692	$702,692	$702,692	$250,181
Capital Outlay - Carry Forwards	308,644	452,511	452,511	0
Fund Balance December 31 (After Carry Forwards)	($50,952)	$250,181	$250,181	$250,181

Capital Equipment Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Time/Attendance Solution/2012. (Equipment-I/S)	$47,000	$47,000	$47,000
Replace CAMA Software/2013. (Equipment-I/S)	178,565	178,565	178,565
Radar Trailer/2011. (Equipment-Police)	8,000	8,000	8,000
Virtual Desktop Infrastructure/2014. (Equipment-I/S)	90,399	90,399	90,399
Website Content Mgt. Solution/2014. (Equipment-I/S)	18,387	18,387	18,387
Door Swipe Access Control/2014. (Equipment-I/S)	25,000	25,000	25,000
In-Car Video System/2014. (Equipment-Police)	23,000	23,000	23,000
Mobile Router/2014. (Equipment-Police)	2,363	2,363	2,363
Bodyworn Recording Devices/2014. (Equip-Police)	15,000	15,000	15,000
MDC Replacement/2014. (Equipment-Police)	12,797	12,797	12,797
Radar Trailer/Message Board/2014. (Equipment-PD)	32,000	32,000	32,000
Total Carry Forwards Funds to 2015	$452,511	$452,511	$452,511

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 EQUIPMENT			
Information Systems			
1. Wireless Network Upgrades/Expansion - Continuation of the wireless network upgrade/expansion initiated in 2015. Expansion Sites for 2016 consists of Memorial Park $45,000 and Riverside Park $50,000. This connectivity would enable the use of surveillance cameras, swipe card access to facilities, public WiFi access, etc. and specific to Riverside Park it would enable the city to offer on-site ticket sales for "Riverside Players" performances.	$95,000	$50,000	Prioritize projects
2. Redundant Data Center Storage Solution Replacement. The current mass storage (SAN) solution implemented in the City's Redundant Data Center in 2010 will be reaching both end of life and available capacity, thus justifying replacement. At this time it has not been determined if the current solution will be replaced with similar technology or if different technology will be implemented. Information Systems staff will continue to monitor the situation more closely as the 2016 timeline draws near.	72,000	72,000	Necessary upgrade
Total 2016 Information Systems	**$167,000**	**$122,000**	
Police Department			
1. In-car video system replacement (ISU Expansion)	$13,000	$0	Budget constraints
2. Batshield - 2 per year, Patrol Vehicles	4,000	4,000	
3. FRED Computer Evidence Collection Devices- 3 yr. Replacement Schedule	5,000	5,000	
4. Tactical Robot. *Moved from 2019.*	20,000	0	Re-evaluate later in year
5. Sniper Rifle FLIR Optics (Night Vision)	10,000	0	Budget constraints
6. Automated License Plate Reader (1 squad)	23,000	23,000	In conjunction w/parking plan
7. Vehicle purchases. *Adopted Spring CIP $86,450.*	37,800	37,800	
Total 2016 Police Department	**$112,800**	**$69,800**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Fire Department			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, etc . Total projected cost $25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2015 cost distribution formula (60.01%) is used for budgeting purposes.	$15,010	$15,140	Continue replacement; essential safety equipment
2. Compressed air filling station to be located at Station 31 on Breezwood Lane. System will be similiar to the one at Station 32. Total Project cost is $48,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2015 cost distribution formula (60.01%) is used for budgeting purposes.	28,810	0	Continue current practice
3. Purchase new engine to replace Pumper 35, 1991 Pierce Arrow, that was removed from service due to engine problems. Engine 35, 1997 Pierce Saber, will be moved to reserve status.The total projected cost of the new engine and misc. equipment will be $407,000. City of Neenah responsible for fixed percentage, (60.01%) as agreed to in the Consolidation Agreement and the 2015 cost distribution formula. *Not included in adopted Spring CIP.*	244,250	244,000	Per previous Council action
4. Burn buildings upgrade This request is to provide updates to the existing training tower/burn prop. Updates include the purchase of new burn panels and make repairs, replace the concrete floor in the first floor burn room. Additional funding would be used for structural repairs & improve training aids. Total project cost is $40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2015 cost distribution formula (60.01%) is used for budgeting purposes.	24,010	24,010	Necessary training tool
Total 2016 Fire Department	**$312,080**	**$283,150**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Public Works			
1. Replace #4/1998 14-yd. plow truck/salter. *Adopted Spring CIP $172,000.*	$204,000	$204,000	Replace one truck; defer one to 2017
2. Replace #10/1998 14-yd. plow truck/salter. *Adopted Spring CIP $1172,000.*	204,000	0	Savings to implement new refuse/recycling proposal
3. Replace #36/2002 trackless with attachments. *Adopted Spring CIP $130,000.*	135,000	135,000	
4. Replace #19/2003 lift station/sewer utility van. Sanitary Sewer 100% responsible. *Adopted Spring CIP $35,000.*	38,000	38,000	Dept. recommendation end of lifespan
5. Replace #1C/1995 3/4-ton pick-up truck with utility box. *Adopted Spring CIP $34,000.*	37,000	37,000	Dept. recommendation end of lifespan
6. Replace #17/1993 1-ton truck. *Adopted Spring CIP $33,000.*	37,000	37,000	Dept. recommendation end of lifespan
7. Purchase one (1) automated collection truck	0	325,000	
Convert Kann PW51 to handle automated collection	0	66,000	
Purchase carts. Approximately 1,850 stops. Purchase 3,700 carts @ $60/each. Begin a Phase-in Program in 2016 for automated garbage pickup beginning June 1, 2016. Propose to begin with one route/day which will impact approx. 1,800 homes. We are one of the last communities that have not made the transition and firmly believe that this will save time and money in the future. Other benefits will be less workers compensation injuries, free up time for employees to engage in other activities, appearance in the community and continuity in containers with lids. The cost includes one new truck, a retrofitted truck in the fleet for backup and funds to provide the homewoners with the initial two cans (one garbage, one recycling). A phase-in program is the least costly while effective way to accomplish this proposal.	0	222,000	
Total 2016 Public Works (Equipment disposal value posted as revenue to the general fund.)	**$655,000**	**$1,064,000**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Parks and Recreation			
1. Replace 2011 John Deere mower LM7. *Adopted Spring CIP 15,000. Moved from 2019.*	$20,000	$20,000	Current mower burned up in use; need to replace
2. Replace 2001 pick-up truck #11. *Adopted Spring CIP $25,000.*	27,000	27,000	Necessary replacement
3. Replace bleachers to comply with ASTM. *Not included in adopted Spring CIP.*	20,000	0	Defer to 2017; seek out sponsorships/ naming rights
4. Add cleaning machines for buildings. *Not included in adopted Spring CIP.*	10,000	$10,000	Will save time cleaning
Subtotal 2016 Parks and Recreation	**$77,000**	**$57,000**	
Equipment Replacement Fund Balance	(62,240)	($57,000)	
Total 2016 Parks and Recreation	**$14,760**	**$0**	
Cemetery			
1. Replace 2001 1-ton dump truck #13. *Adopted Spring CIP $35,000.*	$40,000	$40,000	Necessary replacement
Equipment Replacement Fund Balance	(7,080)	($7,080)	
Total 2016 Cemetery	**$32,920**	**$32,920**	
TOTAL ALL 2016 EQUIPMENT	**$1,294,560**	**$1,571,870**	

SANITARY SEWER UTILITY PROGRAM
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$895,000
Total 2016 Program Funding	**$895,000**

2016 PROGRAM EXPENSES

System Repair/Replacement	$815,000
Lift Station Upgrades	30,000
Other Improvements	50,000
Total 2016 Program Expenses	**$895,000**

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 SANITARY SEWER **Projects are funded by borrowed funds unless otherwise noted.**			
1. Oak Street (Dieckhoff - Washington)/2,800 ft. Replace mains and laterals. Coordinate with street construction. *Adopted Spring CIP $308,000.*	$0	$0	Defer per Dept. Head
2. Franklin Avenue (Oak - Elm)/450 ft. Replace mains and laterals. Coordinate with street construction.	50,000	50,000	Poor condition w/road and water
3. Franklin Avenue (Elm - Congress)/1,150 ft. Replace mains and laterals. Coordinate with street construction.	130,000	130,000	Coordinate w/street construction
4. Franklin Avenue (Walnut - Oak)/800 ft. Replace mains and laterals. Coordinate with street construction. *Not included in Spring CIP.*	88,000	88,000	Coordinate w/street construction
5. Higgins Avenue (Laudan - Division)/1,200 ft. Replace mains and laterals. Coordinate with street construction.	135,000	135,000	Coordinate w/street construction
6. Columbian Avenue (Oak - Elm)/720 ft. Replace mains and laterals. Coordinate with street construction.	80,000	80,000	Coordinate w/street construction
7. Henry Street (Adams - Sherry)/750 ft. Replace mains and laterals. Coordinate with street construction. *Not included in Spring CIP.*	82,000	82,000	Coordinate w/street construction
8. Lincoln Street (3rd - 4th)/400 ft. Replace mains and laterals. Coordinate with street construction. *Not included in Spring CIP.*	40,000	0	Defer to 2017
9. Existing sanitary sewer system repairs/replacement. Various locations. Grouting, pipe joint sealing, sealing and repairing manholes, sliplining pipe, relaying mains, spot rehabilitation.	250,000	250,000	Continue necessary improvements
10. Lift station upgrades. Various locations. Continuation of City-wide program begun in 1997.	40,000	30,000	Maintain budget
11. Sanitary sewer Capacity, Management, Operation and Maintenance program (CMOM) and correction of infiltration and inflow as per DNR permit requirement.	30,000	30,000	Continued programming
12. Pavement repair: concrete and asphalt patches.	20,000	$20,000	Necessary expense
TOTAL ALL 2016 SANITARY SEWER	**$945,000**	**$895,000**	

STORM WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$590,000
Total 2016 Program Funding	**$590,000**

2016 PROGRAM EXPENSES

Detention Pond Construction	$150,000
Storm Sewer Repair/Replacement	355,000
Other Improvements	85,000
Total 2016 Program Expenses	**$590,000**

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 STORM WATER **Projects are funded by borrowed funds unless otherwise noted.**			
1. Columbian Avenue (Oak - Elm)/720 ft. Replace main.	$60,000	$60,000	Coordinate w/street work
2. Henry Street (Adams - Sherry/750 ft. Replace main. *Not included in Spring CIP.*	65,000	65,000	
3. Various streets. Storm sewer work related to street construction. $12.50/centerline foot (Oak, Franklin, Higgins, Thomas, Lincoln, North). *Adopted Spring CIP $80,000.*	85,000	80,000	
4. Detention ponds - various locations.	200,000	150,000	Slight decrease adjustment
5. Miscellaneous repairs. Storm sewer mains, catch basins and leads. Annual appropriation to continue this program.	150,000	150,000	Maintain 2015 appropriation
6. Developer reimbursement. Oversize storm pipes and ponds.	50,000	50,000	Dept. justified
7. Mini storm sewer. Various locations. Limited funds are recommended to continue elimination of backyard drainage problems.	5,000	5,000	Requested neighborhood need
8. Pavement repair: Concrete and asphalt patches.	30,000	30,000	
TOTAL ALL 2016 STORM WATER	**$645,000**	**$590,000**	

WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION

2016 PROGRAM FUNDING

Utility Revenues	$805,000
Special Assessments	0
Revenue Bonds	0
Total 2016 Program Funding	**$805,000**

2016 PROGRAM EXPENSES

Distribution System - Replacements	$595,000
Distribution System – New Mainline Extensions	0
Distribution System – New Service Expansion	0
Plant, Metering and Equipment	210,000
Total 2016 Program Expenses	**$805,000**

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2016 WATER UTILITY			
Distribution System-Replacements			
All items are funded through Utility revenues unless otherwise noted. In the preferred order.			
1. Franklin Avenue (Walnut - Congress) 2,700' of 8" at $100/ft. + 5% contingency. There are 54 lead services; 13 main leaks and 20 service leaks.	$284,000	$284,000	Coordinate w/streets
2. Higgins Avenue (Lauden - Division) 1,350' of 8" at $100/ft + 5% contingency. There are 39 lead services; 12 main leaks, 26 service leaks. *Adopted Spring CIP $144,000.*	142,000	142,000	
3. Thomas Court - 1,700' of 8" at $100/ft. + 5% contingency, 0 lead services, 7 main leaks, 0 service leaks.	179,000	0	Defer to 2017
4. Columbian Avenue (Oak - Elm) - 750' of 8" at $100/ft + 5% contingency. 12 lead services, 4 main leaks, 3 service leaks. *Adopted Spring CIP $90,000.*	79,000	79,000	Coordinate w/streets
5. Brooks Avenue (Middle - Byrd) 2,000' of 12" at $110/ft. + 5% contingency. Replace existing 10" cast iron main. **Water only, evaluate at mid year for approval.** *Not included in adopted Spring CIP.*	231,000	0	
6. Pavement repair - concrete and asphalt patches.	100,000	90,000	Slight decrease; budget constraints
Subtotal 2016 Distribution System-Replacement	**$1,015,000**	**$595,000**	
Distribution System-New Mainline Extensions	**$0**	**$0**	
Distribution System-New Service Expansion	**$0**	**$0**	
Total 2016 Distribution Systems	**$1,015,000**	**$595,000**	

CITY OF NEENAH
2016 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Plant, Metering and Equipment			
All items are funded through Utility revenues unless otherwise noted.			
1. Meter replacement. Large split case meter replacement program.	$50,000	$40,000	Continue replacement program
2. Replace 2006 pick-up truck with trade. Vehicles are on a 10-year replacement cycle.	25,000	25,000	Replacement cycle
3. Replace 2005 pick-up truck with trade. 1/2 Ton, 4WD, used vehicle, Water Treatment Employees. *Not included in adopted Spring CIP.*	15,000	15,000	
4. Air Compressor (Distribution) *Not included in adopted Spring CIP.*	20,000	20,000	
5. Purchase and move Ferric Sulfate Bulk Storage Tank from Old Bldg. to New Bldg. *Not included in adopted Spring CIP*	50,000	50,000	Necessary project
6. Outdoor lighting replacement at filter plant.	12,800	0	Low priority
7. Technology upgrade. Security camera replacements. One computer replacement. Software upgrades.	10,000	10,000	Necessary improvement
8. Miscellaneous tools and equipment. *Adopted Spring CIP $20,000.*	15,000	15,000	
9. Miscellaneous consulting fees.	25,000	20,000	Slight decrease from 2015
10. Miscellaneous plant contingency. *Adopted Spring CIP $50,000.*	15,000	15,000	
11. Utility Director and Administrative Assistant office construction at filtration plant.	50,000	0	Defer to 2017
Total 2016 Plant, Metering and Equipment	**$287,800**	**$210,000**	
TOTAL 2016 WATER UTILITY	**$1,302,800**	**$805,000**	

CITY OF NEENAH
STATUS REPORT OF 2009-2014 NON-LAPSING PROJECT FUNDS
As of December 31, 2014

2009 - 2013 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2015

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	ADOPTED MAY 2015		UPDATED NOVEMBER 2015
1	Main Street Slough Bridge/2011. (Streets)	15,000	15,000	(a)	5,380
2	Bell St. (RR Overpass-Industrial)/2010. (Ped. Routes)	24,156	24,156	(d)	24,156
3	Breezewood Lane/2011. (Pedestrian Routes)	88,672	88,672	(c)	88,672
4	Harrison Street/2011. (Pedestrian Routes)	30,000	30,000	(d)	30,000
5	Carriage/Secretariat/2011. (Pedestrian Routes)	34,000	0	(e)	0
6	Signal Upgrade (Commercial-Nicolet)/2013 (Traff Cont)	29,494	29,494	(f)	29,494
7	Glatfelter/Plexus Project/2009. (TID #8/CDA)	4,820	4,820	(g)	4,820
8	Glatfelter Surface Parking/2011. (TID #8/CDA)	125,000	125,000	(h)	125,000
9	Addtn'l Parking-Undesignated Locations/2013. (TID #8)	443,521	443,521	(i)	443,521
10	Arrowhead Park Development/2013. (TID #8)	211,621	211,621	(j)	211,621
11	Church Street Parking Ramp/2013. (TID #8)	12,000	12,000	(k)	11,760
12	City Hall ADA Compliance/2013. (Facilities-Admin.)	5,000	5,000	(l)	5,000
13	Office Remodeling Project/2012. (Facilities-Police)	1,759	1,759	(m)	1,759
14	Office Remodeling Project/2013. (Facilities-Police)	8,500	8,500	(n)	8,500
15	Building Security/2013. (Facilities-Police)	1,469	1,469	(o)	1,469
16	Shattuck Park Refurbishment/2013. (Facilities-P & R)	14,470	14,470	(p)	14,470
17	Various Parks-Security Locks/2013. (Facilities - P&R)	20,000	20,000	(q)	20,000
18	Time/Attendance Solution/2012. (Equipment-I/S)	47,000	47,000	(r)	47,000
19	Replace CAMA Software/2013. (Equipment-Assessor)	178,565	178,565	(s)	178,565
20	Radar Trailer/2011. (Equipment-Police)	8,000	8,000	(t)	8,000
21	Various Repairs & Replace/2013. (Sanitary Sewer)	187,164	187,164	(u)	187,164
22	Stormwater-Washington Park/2009. (Storm Water)	112,849	112,849	(v)	112,849
23	Commerce Court Ponds/2009. (Storm Water)	187,377	187,377	(w)	187,377
24	Detention Ponds-Var. Locations/2011. (Storm Water)	194,808	194,808	(x)	194,808
25	Skyview Drive Pumping Manhole/2013. (Storm Water)	5,372	5,372	(y)	4,639
26	Environ. Serv. Detention Pond/2013. (Storm Water)	18,605	18,605	(z)	18,605
27	Storm Water Plan/2013. (Storm Water).	18,975	18,975	(aa)	18,975
	Total Prior Year 2009-2013 Non-Lapsing Project Funds	**$2,028,197**	**$1,994,197**		**$1,983,604**

Mayor's Comments

(a) To be used in 2015.
(b) Finish in 2015.
(c) Finish in 2015.
(d) Proposed finish 2015.
(e) Not justified at this time.
(f) Project in progress.
(g) Ongoing review.
(h) Ongoing review.
(i) Add to parking supply/potential development.
(j) Ongoing project.
(k) Ongoing project.
(l) Wheelchair platform for council chambers.
(m) Ongoing review.
(n) Ongoing review.
(o) Ongoing review.
(p) Ongoing project.
(q) Temporarily stopped/WIFI hookup.
(r) Recently approved by council.
(s) Project in progress.
(t) Checking preparedness grant funding potential.
(u) To be used in 2015.
(v) Utilize for Commerce Court project.
(w) To be used in 2015.
(x) Project in progress.
(y) Project completed.
(z) To be used in 2015.
(aa) Project in progress.

Summary

Function	Amount
Streets/Ped Routes	$177,702
TIF #5	0
TIF #6	0
TIF #7	0
TIF #8	796,722
Facilities	51,198
Equipment	233,565
Sanitary Sewer	187,164
Storm Water	537,253
Total	**$1,983,604**

CITY OF NEENAH
STATUS REPORT OF 2009-2014 NON-LAPSING PROJECT FUNDS
As of December 31, 2014

2014 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2015

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	ADOPTED MAY 2015		UPDATED NOVEMBER 2015
1	Downtown Additional Parking. (TID #8)	220,000	220,000	(a)	220,000
2	Downtown Parking Study. (TID #8)	30,000	30,000	(b)	30,000
3	Room Upgrades. (Facilities-Police)	8,000	8,000	(c)	8,000
4	Firing Range-Lead Remediation. (Facilities-Police)	77,000	77,000	(d)	77,000
5	Church Street Ramp LED Lighting. (Facilities-Parking)	160,000	160,000	(e)	160,000
6	Skatepark. (Facilities-Park & Rec)	80,000	80,000	(f)	80,000
7	Washington Tennis Courts. (Facilities-Park & Rec)	20,000	20,000	(g)	20,000
8	Kimberly Point Lighthouse. (Facilities-Park & Rec)	15,000	15,000	(h)	15,000
9	Virtual Desktop Infrastructure. (Equipment-I/S)	90,399	90,399	(i)	90,399
10	Website Content Mgt. Solution. (Equipment-I/S)	18,387	18,387	(j)	13,207
11	Door Swipe Access Control. (Equipment-I/S)	25,000	25,000	(k)	25,000
12	In-Car Video System. (Equipment-Police)	23,000	23,000	(l)	23,000
13	Mobile Router. (Equipment-Police)	2,363	2,363	(m)	0
14	Bodyworn Digital Recording Devices. (Equip-Police)	15,000	15,000	(n)	15,000
15	MDC Replacement. (Equipment-Police)	12,797	12,797	(o)	3,500
16	Radar Trailer/Messaging Board. (Equipment-Police)	32,000	32,000	(p)	32,000
17	Various Repairs & Replacement (San Sewer)	500,000	500,000	(q)	500,000
18	Detention Ponds Various Locations (Storm Sewer)	300,000	300,000	(r)	300,000
19	Various Repairs & Replacement (Storm Sewer)	48,547	48,547	(s)	48,547
	Total 2014 Non-Lapsing Project Funds	**$1,677,493**	**$1,677,493**		**$1,660,653**
	TOTAL ALL 2009-2014 PROJECT FUNDS REQUESTED FOR	**$3,705,690**	**$3,671,690**		**$3,644,257**

Mayor's Comments

(a) Address ongoing needs.
(b) Project completed.
(c) Ongoing project.
(d) Ongoing review.
(e) To be used in 2015.
(f) Ongoing review.
(g) Interviewing consultants.
(h) To be used in 2015.
(i) RFP planned June 2015.
(j) Project completed-using funds.
(k) Project not yet completed.
(l) To be used in 2015.
(m) To be used in 2015.
(n) Purchase additional units.
(o) Project underway.
(p) Checking preparedness grant funding potential.
(q) To be used in 2015.
(r) To be used in 2015.
(s) To be used in 2015.

Summary

Function	Amount		Total
Streets/Ped Routes	$0		$177,702
TIF #5	0		$0
TIF #6	0		$0
TIF #7	0		$0
TIF #8	250,000		$1,046,722
Facilities	360,000		$411,198
Equipment	202,106		$435,671
Sanitary Sewer	500,000		$687,164
Storm Water	348,547		$885,800
Total	**$1,660,653**		**$3,644,257**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Parking Utility Fund
Program: Enterprise Funds	**Submitted by:** G. Kaiser/Nancy Handevidt

Parking Utility Fund
2016 Proposed Budget

The City of Neenah's Parking Utility Fund was created by City Ordinance. Its purpose is to account for the operation of City parking meters, parking ramps and parking lots. All revenue and expenditure activities necessary to provide such services are accounted for in this fund. Such revenues include: Receipts from parking meters, lot and ramp permit sales, fines for parking violations, and the proceeds from land sales. The Parking operation incurs costs for the repair and maintenance of the various lots, meters and ramps; salary and fringe benefits of police and maintenance personnel; related costs of the enforcement program including recordkeeping, cash handling and notice mailings; and, administrative costs of the traffic engineer and Finance Department. The costs of these services, which are generally performed by City staff, are paid to the General Fund. Excluded are costs of warrant services/court time, depreciation and towing costs. It is the intent of the fund to be self-sustaining, i.e., provide services to the extent of resources available.

Parking enforcement regulates parking on City streets and parking lots to allow for easy access to businesses and City attractions. It prevents unsightly abandoned vehicles and maintains safe passage for vehicles and pedestrians on City streets. It also maintains access for disabled persons; monitors metered, time restricted, handicapped, permit and reserved parking stalls; and, monitors posted no-parking areas. Parking tickets are issued to violators and parking violation notices generated and mailed for delinquent fines. It also facilitates the removal of abandoned vehicles on public and private streets and lots.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance, January 1	$240,581	$177,603	$177,603	$131,163	$131,163
REVENUES					
Parking Meters	$3,142	$3,200	$3,150	$2,000	$2,000
Permits	212,127	212,090	209,060	212,360	212,360
Parking Fines	126,516	130,300	120,700	125,700	125,700
Other Revenue Per Study	0	0	0	0	37,900
Other - Sales Tax	55	40	60	60	60
Total Revenue	$341,840	$345,630	$332,970	$340,120	$378,020
EXPENDITURES					
Enforcement (Police)	$70,017	$73,760	72,400	$71,780	$71,690
Parking Meters	1,520	3,920	2,980	2,990	2,740
Parking Lots	94,959	98,640	91,580	77,130	76,950
Parking Ramp - Canal	116,289	96,810	99,190	98,410	98,410
Special Reserves & Escrow	0	0	0	3,770	1,000
Administrative/OPEB/Misc.	142,033	137,290	133,260	127,230	127,230
Total Expenditures	$424,818	$410,420	$399,410	$381,310	$378,020
Excess Revenues Over (Under) Expenditures	($82,978)	($64,790)	($66,440)	($41,190)	$0
Tax Levy	$20,000	$20,000	$20,000	$0	$0
Fund Balance, December 31	$177,603	$132,813	$131,163	$89,973	$131,163

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Parking Utility Fund
Program: Enterprise/Other Funds	**Submitted by:** G. Kaiser/N. Handevidt

Parking Meters
(044-7701-738)

Goals/Responsibilities:
Maintenance and repair of City parking meters and collection of monies

2015 Accomplishments:
- Maintained parking meters and collected money as required.
- Evaluated locations, rates, costs, and benefits through downtown parking study.
- Updated parking ordinances.

2016 Goals/Plans:
- Maintain meters and collect monies as required.
- Continue to examine locations, costs, benefits.

Major Increases (Decreases) in 2015 Budget Request:
None.

Parking Lots
(044-7702-738)

Goals/Responsibilities:
Maintain, clean, plow and haul snow from the following City owned or operated lots.

Lot No.[1]	Description	Spaces
1	Presbyterian Lot (Church and W. Doty - leased from First Presbyterian Church)	120
2	Gateway Lot (behind Subway in 200 block of W. Wisconsin Avenue)	93
3	Smith Street Lot (along Canadian National tracks between Sherry and Smith)	24
4	300 N. Commercial Lot (easement, no snow plowing)	12
5	Canal Lot (south side of Canal Ramp)	48
6	High Street Lot (Bond and High)	32
7	Marketplace Lot (100 block of W. Doty)	59
8	City Administration Building (includes 112 E. Columbian)	141
16	322/328 N. Commercial Lot (easement)	12
17	307 N. Commercial Lot (easement, no snow plowing)	8
18	Walnut Street Lot	70
21	Arrowhead Park Lot	62
22	Clock Tower Lot	14
27	Millview Lot	71
TOTAL		766

Note 1: Number references the lot numbering in the parking section of the Municipal Code.

Additional leased parking spaces that are not maintained by the City include:

Lot No.	Description	Spaces
28	W. Franklin Av (leased from Associated Bank with maintenance billed to City)	80
29	KC on North Commercial Street (leased from Kimberly Clark)	46
30	Temporary spaces for Affinity Clinic	54
		180

2015 Accomplishments:
- Maintained parking lots as required.
- Concluded 2014 memorandum of agreement with Neenah Joint School District for use of Washington school lot.
- Used small equipment (pickup truck) to remove snow.
- Completed downtown parking management study.
- Initiated RFP for a license plate recognition system to assist with parking management and enforcement.

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser/N. Handevidt

Parking Lots continued
(044-7702-738)

2016 Goals/Plans:
- Maintain all lots as required.
- Continue to seal coat and resurface as required.
- Implement conclusions of downtown parking management study.
- With Community Development, evaluate future surface lot and/or ramp needs.
- Prepare for adjustments to parking supply based on downtown redevelopment.

Major Increases (Decreases) in 2015 Budget Request:
- None.

Parking Ramp
(044-7705-738)

Goals/Responsibilities:
Maintain the N. Church Street Ramp (930 spaces).

2015 Accomplishments:
- Continued to maintain the Church Street Ramp.
- Converted lighting to LED fixtures.
- Repaired haunches.

2016 Goals/Plans:
- Continue maintenance of ramp.
- Evaluate energy efficient lighting alternatives.
- With Community Development, evaluate future parking ramp needs.

Major Increases (Decreases) in 2015 Budget Request:
- Assumed reduced electric costs due to conversion to LED lighting and adjustment to lighting operation schedule.

CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2016

POLICE DEPARTMENT DIVISION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
Parking Enforcement	70,017	73,760	50,040	72,400	71,780	71,690	(2,070)
Parking Meters	1,520	3,920	1,670	2,980	2,990	2,740	(1,180)
Parking Lots	94,959	98,640	69,221	91,580	77,130	76,950	(21,690)
Parking Ramp - Canal	116,289	96,810	74,681	99,190	98,410	98,410	1,600
Other	423	360	0	0	0	0	(360)
Special Reserves & Escrow	0	0	0	0	3,770	1,000	1,000
General Fund	141,610	136,930	102,698	133,260	127,230	127,230	(9,700)
TOTAL PARKING	**424,818**	**410,420**	**298,310**	**399,410**	**381,310**	**378,020**	**(32,400)**
						Percent Budget Change	**-7.89%**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PARKING BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	32,567	38,910	27,837	38,910	40,370	40,090	
0102	Full Time Hourly Wages	19,459	18,300	14,381	20,500	20,500	20,500	
0103	Temporary Wages	8,040	4,000	4,844	5,000	5,000	5,000	
0104	Overtime Wages	9,021	10,500	4,322	5,500	5,000	5,000	
0110	Health Insurance	23,832	25,090	18,028	24,350	26,820	24,380	
0111	Fringes	12,875	13,280	9,394	12,680	13,480	13,430	
0117	Clothing Allowance	130	500	0	200	300	300	
0124	Meal Allowance	168	70	68	100	70	70	
	PERSONAL SERVICES	**106,092**	**110,650**	**78,874**	**107,240**	**111,540**	**108,770**	**(1,880)**
CONTRACTUAL SERVICES								
0201	Outside Printing	3,231	3,330	0	2,700	1,000	1,000	
0202	Postage	1,547	1,320	724	1,320	1,320	1,320	
0203	Advertising & Publication	0	150	0	150	150	150	
0206	Maint of Motor Vehicles	0	380	0	350	350	350	
0213	Maint of Buildings	16,042	14,000	18,926	18,000	17,000	17,000	
0214	Maint of Radio Equipment	0	80	0	50	50	50	
0215	Maint of Operating Equip	20	100	0	100	100	100	
0216	Maintenance of Land	0	200	0	200	200	200	
0219	Telephone	465	500	271	470	500	500	
0221	Electricity	41,015	26,600	20,772	28,600	26,650	26,650	
0222	Water & Sewer	3,994	3,600	1,816	3,600	3,600	3,600	
0224	Storm Water	6,111	6,180	3,066	6,180	6,180	6,180	
0226	Outside Services	33,753	27,400	19,615	27,000	27,500	27,250	
0236	Pest Control	1,486	1,100	1,083	1,000	1,000	1,000	
0237	Professional Services	0	250	0	250	250	250	
0238	Permits	0	0	50	50	50	50	
0244	Rental	27,538	45,030	32,852	38,300	24,700	24,700	
0293	Maint of Motor Veh/Fleet	14,252	6,070	5,444	7,570	6,570	6,570	
0294	Oil and Fluids/Fleet	103	210	268	300	150	150	
0295	Maint of Radio Eq/Fleet	0	80	0	50	50	50	
0295	Maint of Oper Eq/Fleet	3,114	1,500	229	1,200	1,450	1,450	
	CONTRACTUAL SERVICES	**152,671**	**138,080**	**105,116**	**137,440**	**118,820**	**118,570**	**(19,510)**
SUPPLIES & MATERIALS								
0301	Office Supplies	0	50	0	50	50	50	
0306	Cleaning/Janitor Supplies	1,048	1,000	887	1,000	1,000	1,000	
0310	Gasoline & Oil	5,850	4,420	3,241	4,500	4,500	4,230	
0314	Building Maint. Supplies	1,407	2,000	837	1,500	2,000	2,000	
0316	Equipment Maint. Supplies	805	900	1,088	1,100	900	900	
0319	Safety Supplies	0	50	0	50	50	50	
0320	Small Tools	186	330	415	480	330	330	
0332	Salt & Stone Chips	14,450	13,700	4,949	11,500	13,500	13,500	
0333	All Other Supplies	102	820	206	690	790	790	
0339	Tires & Tire Maintance	0	30	0	0	0	0	
0339	Small Equipment	174	1,000	0	500	500	500	
	SUPPLIES & MATERIALS	**24,022**	**24,300**	**11,623**	**21,370**	**23,620**	**23,350**	**(950)**
OTHER								
0501	Vandalism	0	100	0	100	100	100	
	OTHER	**0**	**100**	**0**	**100**	**100**	**100**	**0**
TRANSFERS								
0999	Transfers	141,610	136,930	102,698	133,260	127,230	127,230	
	TRANSFERS	**141,610**	**136,930**	**102,698**	**133,260**	**127,230**	**127,230**	**(9,700)**
ADMINISTRATIVE/GENERAL								
9251	OPEB Insurance	423	360	0	0	0	0	
	ADMINISTRATIVE/GENERAL	**423**	**360**	**0**	**0**	**0**	**0**	**(360)**
	TOTAL PARKING	**424,818**	**410,420**	**298,311**	**399,410**	**381,310**	**378,020**	**(32,400)**
							Percent Budget Change	**-7.89%**

CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PARKING								
PARKING ENFORCEMENT (2135-711)								
0101	Salaries	28,487	34,760	24,777	34,760	35,180	35,180	
0103	Temporary Wages	8,040	4,000	4,844	5,000	5,000	5,000	
0110	Health Insurance	14,988	15,660	11,807	15,660	15,740	15,740	
0111	Fringes	5,643	6,020	4,600	6,020	6,500	6,500	
0117	Clothing Allowance	130	500	0	200	300	300	
	Personal Services	**57,288**	**60,940**	**46,028**	**61,640**	**62,720**	**62,720**	**1,780**
0202	Outside Printing	3,231	3,330	0	2,700	1,000	1,000	
0203	Postage	1,547	1,320	724	1,320	1,320	1,320	
0206	Advertising & Publication	0	150	0	150	150	150	
0213	Maint of Motor Vehicles	0	200	0	200	200	200	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0236	Outside Services	4,000	3,400	2,000	3,000	3,000	3,000	
0293	Maint Of Motor Veh/Fleet	2,414	1,500	184	1,500	1,500	1,500	
0294	Oil and Fluids/Fleet	88	210	98	100	100	100	
0295	Maint of Radio Eq/Fleet	0	50	0	50	50	50	
	Contractual Services	**11,280**	**10,210**	**3,006**	**9,070**	**7,370**	**7,370**	**(2,840)**
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	1,423	2,420	984	1,500	1,500	1,410	
0333	All Other Supplies	26	140	24	140	140	140	
	Supplies & Materials	**1,449**	**2,610**	**1,008**	**1,690**	**1,690**	**1,600**	**(1,010)**
	PARKING ENFORCEMENT	**70,017**	**73,760**	**50,042**	**72,400**	**71,780**	**71,690**	**(2,070)**
PARKING METERS (7701-738)								
0102	Full Time Hourly Wages	1,013	2,030	1,104	1,500	1,500	1,500	
0110	Health Insurance	282	590	321	440	450	450	
0111	Fringes	225	450	245	340	340	340	
	Personal Services	**1,520**	**3,070**	**1,670**	**2,280**	**2,290**	**2,290**	**(780)**
0213	Maint of Motor Vehicles	0	30	0	0	0	0	
0215	Maint of Radio Equipment	0	30	0	0	0	0	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0236	Outside Services	0	500	0	500	500	250	
0293	Maint of Motor Veh/Fleet	0	70	0	70	70	70	
0295	Maint of Radio Eq/Fleet	0	30	0	0	0	0	
	Contractual Services	**0**	**710**	**0**	**620**	**620**	**370**	**(340)**
0320	Small Tools	0	30	0	30	30	30	
0333	All Other Supplies	0	80	0	50	50	50	
0339	Tires & Tire Maintance	0	30	0	0	0	0	
	Supplies & Materials	**0**	**140**	**0**	**80**	**80**	**80**	**(60)**
	PARKING METERS	**1,520**	**3,920**	**1,670**	**2,980**	**2,990**	**2,740**	**(1,180)**

CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PARKING LOT (7702-738)								
0102	Full Time Hourly Wages	13,795	12,200	10,083	15,000	15,000	15,000	
0104	Overtime Wages	9,021	10,000	4,322	5,500	5,000	5,000	
0110	Health Insurance	6,242	6,440	4,179	5,950	5,940	5,940	
0111	Fringes	5,063	4,900	3,179	4,530	4,570	4,570	
0124	Meal Allowance	168	70	68	100	70	70	
	Personal Services	**34,289**	**33,610**	**21,831**	**31,080**	**30,580**	**30,580**	**(3,030)**
0219	Maintenance of Land	0	200	0	200	200	200	
0222	Electricity	1,546	1,600	1,144	1,600	1,650	1,650	
0226	Storm Water	4,935	5,000	2,478	5,000	5,000	5,000	
0236	Outside Services	5,918	3,500	2,008	3,500	4,000	4,000	
0251	Rental	27,538	45,030	32,852	38,300	24,700	24,700	
0293	Maint of Motor Veh/Fleet	11,838	4,500	5,261	6,000	5,000	5,000	
0294	Oil and Fluids/Fleet	15	0	171	200	50	50	
0296	Maint of Oper Eq/Fleet	3,001	1,300	229	1,000	1,250	1,250	
	Contractual Services	**54,791**	**61,130**	**44,143**	**55,800**	**41,850**	**41,850**	**(19,280)**
0310	Gasoline & Oil	4,257	2,000	2,258	3,000	3,000	2,820	
0320	Small Tools	99	0	0	0	0	0	
0332	Salt & Stone Chips	1,500	1,700	990	1,500	1,500	1,500	
0333	All Other Supplies	23	200	0	200	200	200	
	Supplies & Materials	**5,879**	**3,900**	**3,248**	**4,700**	**4,700**	**4,520**	**620**
	PARKING LOT	**94,959**	**98,640**	**69,222**	**91,580**	**77,130**	**76,950**	**(21,690)**
PARKING RAMP - CANAL (7705-738)								
0101	Salaries	4,080	4,150	3,060	4,150	4,080	4,080	
0102	Full Time Hourly Wages	4,651	4,070	3,194	4,000	4,000	4,000	
0104	Overtime Wages	0	500	0	0	0	0	
0110	Health Insurance	2,320	2,400	1,721	2,300	2,250	2,250	
0111	Fringes	1,944	1,910	1,370	1,790	1,850	1,850	
	Personal Services	**12,995**	**13,030**	**9,345**	**12,240**	**12,180**	**12,180**	**(850)**
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0214	Maint of Buildings	16,042	14,000	18,926	18,000	17,000	17,000	
0216	Maint of Operating Equip	20	50	0	50	50	50	
0221	Telephone	465	500	271	470	500	500	
0222	Electricity	39,469	25,000	19,628	27,000	25,000	25,000	
0224	Water & Sewer	3,994	3,600	1,816	3,600	3,600	3,600	
0226	Storm Water	1,176	1,180	588	1,180	1,180	1,180	
0236	Outside Services	23,835	20,000	15,607	20,000	20,000	20,000	
0237	Pest Control	1,486	1,100	1,083	1,000	1,000	1,000	
0238	Professional Services	0	250	0	250	250	250	
0244	Commercial Dumpsters	0	0	50	50	50	50	
0296	Maint of Oper Eq/Fleet	113	200	0	200	200	200	
	Contractual Services	**86,600**	**66,030**	**57,969**	**71,950**	**68,980**	**68,980**	**2,950**
0306	Cleaning/Janitor Supplies	1,048	1,000	887	1,000	1,000	1,000	
0310	Gasoline & Oil	170	0	0	0	0	0	
0314	Building Maint. Supplies	1,407	2,000	837	1,500	2,000	2,000	
0316	Equipment Maint. Supplies	805	900	1,088	1,100	900	900	
0319	Safety Supplies	0	50	0	50	50	50	
0320	Small Tools	87	300	415	450	300	300	
0332	Salt & Stone Chips	12,950	12,000	3,959	10,000	12,000	12,000	
0333	All Other Supplies	53	400	182	300	400	400	
0344	Small Equipment	174	1,000	0	500	500	500	
	Supplies & Materials	**16,694**	**17,650**	**7,368**	**14,900**	**17,150**	**17,150**	**(500)**

CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
0501	Vandalism	0	100	0	100	100	100	
		0	**100**	**0**	**100**	**100**	**100**	**0**
	PARKING RAMP - CANAL	**116,289**	**96,810**	**74,682**	**99,190**	**98,410**	**98,410**	**1,600**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	1,110	830	
0110	Health Insurance	0	0	0	0	2,440	0	
0111	Fringes	0	0	0	0	220	170	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**3,770**	**1,000**	**1,000**
OTHER (0509-703)								
9251	OPEB Insurance	423	360	0	0	0	0	
	OTHER	**423**	**360**	**0**	**0**	**0**	**0**	**(360)**
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	141,610	136,930	102,698	133,260	127,230	127,230	
	TRANSFER TO GENERAL FUND	**141,610**	**136,930**	**102,698**	**133,260**	**127,230**	**127,230**	**(9,700)**
TOTAL PARKING		**424,818**	**410,420**	**298,314**	**399,410**	**381,310**	**378,020**	**(32,400)**
							Percent Budget Change	**-7.89%**

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Sewer Utility Fund
	Program: Enterprise/Other Funds	**Submitted by:** G. Kaiser/N. Handevidt

Sanitary Sewer Utility Fund
2016 Proposed Budget

The City of Neenah Sewer Fund was created by City Ordinance. The purpose of the Fund is to account separately for all revenue and expenditure activities necessary to provide sanitary sewer service to City property owners. Revenues include sewer user fees, interest income and special charges. Costs include collection, transportation system maintenance, wastewater treatment, debt service payments, capital investments, statutory and discretionary reserves and administration charges. Specific system and equipment replacement reserve accounts required by DNR and EPA have been established.

The DNR has also directed that the City continue to repair sanitary sewers to reduce infiltration and inflow (I/I). In 2014, the City was moved from a special permit to a DNR general discharge permit This requires continued efforts toward reduction of I/I. To pay for these repairs the City increased borrowing substantially for sanitary sewers from 2009-2013. That additional borrowing has led annual sanitary sewer related debt services costs to increase over $361,000 from 2011 to 2013.

As approved by the Neenah-Menasha Sewerage Commssion, the Neenah/Menasha Wastewater Treatment Plant underwent a significant capital improvement project in 2013 and 2014, to upgrade equipment and processes, and to meet new regulations. The total cost of those improvements was apprioximately $23 million. The City of Neenah's share of that amount was approximately $11.9 million, or 51.53%. The improvements were funded by each community borrowing from the State Clean Water Loan Fund on behalf of the Neenah-Menasha Sewerage Commission.

Currently, sanitary sewer rates in Neenah are still among the lowest in the State. Along with the DNR directed sanitary sewer repair and N/M Commission approved treatment plant improvement project discussed above, the Sewer Fund also continues to fund charges to defend the City's share of defense costs related the ongoing Fox River PCB cleanup litigation. Neenah's share of those costs has totaled just over $1.4 million since 1998. Rates were increased by 15% in 2013 and 2014 to fund the additional costs.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance, January 1	$1,994,024	$2,704,455	$2,704,455	$2,647,595	$2,647,595
REVENUES					
User Fees	$4,053,850	$4,187,600	$4,007,740	$4,187,600	$4,187,600
Interest	6,957	900	6,600	6,000	6,000
Industrial Testing Fees	35,300	40,000	30,000	35,000	35,000
Sewer Assessments	112,441	13,000	115,300	60,000	60,000
Proceeds From Borrowing	940,000	651,000	651,000	945,000	895,000
Miscellaneous Revenues	39,616	41,000	40,000	41,000	41,000
Total Revenue	$5,188,164	$4,933,500	$4,850,640	$5,274,600	$5,224,600
EXPENDITURES					
Treatment Plant Charges	$2,052,556	$2,288,640	$2,106,260	$2,273,760	$2,273,760
Sewers/Lift Stations Maint.	287,229	318,680	318,680	320,940	320,940
T-V Sewer Insp. & Sealing	49,362	53,780	53,780	56,470	56,470
Monthly Billings Charges	261,721	246,750	262,000	263,000	263,000
Sewer Study Fee	0	20,000	20,000	0	0
Administration/Overhead	358,233	434,380	434,380	439,060	439,060
Ind. Wastewater Monitoring	30,814	40,000	30,000	35,000	35,000
Legal & Miscellaneous	82,922	25,000	25,000	25,000	25,000
Capital Expense	356,878	651,000	651,000	945,000	895,000
Transfer to Debt Service	998,018	1,006,400	1,006,400	1,087,480	1,087,480
Total Expenditures	$4,477,733	$5,084,630	$4,907,500	$5,445,710	$5,395,710
Excess Revenues Over (Under) Expenditures	$710,431	($151,130)	($56,860)	($171,110)	($171,110)
Fund Balance, December 31	$2,704,455	$2,553,325	$2,647,595	$2,476,485	$2,476,485

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works & Utilities	**Budget:** Storm Water Utility
Program: Enterprise/Other Funds	**Submitted by:** G. Kaiser/N. Handevidt

Storm Water Management Utility
2016 Proposed Budget

A Storm Water Management Utility was created and became effective January 1, 2003. A Storm Water Management Utility is similar to electric, water or wastewater utilities. Users pay for the services provided, which include an improved and better-maintained flood control and drainage system. The utility fee is a user fee charged to all developed properties within the City of Neenah. In this way, property owners pay their fair share of the costs for storm water management. Customers are charged a fee that approximates the relative contribution of storm water runoff from their property based upon the square footage of hard surface (roof surface, driveways, parking lots, etc.).

Customers are billed based upon their property's calculated Equivalent Runoff Unit (ERU). Currently, approximately 94% of residential properties in the City are calculated as being one ERU. The storm water charge appears as a line item on the quarterly utility bills received from the City's Finance Department. The storm water rates were last increased on January 1, 2010. Rates are reviewed each year to insure that revenues are sufficient to operate the Utility and to maintain an adequate fund balance. The current rate of $84 per ERU has been in place since 2010.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance, January 1	$2,637,896	$3,106,147	$3,106,147	$3,074,547	$3,074,547
REVENUES					
User Fees	1,663,904	$1,663,000	$1,664,000	$1,664,000	$1,664,000
Permit Fee	8,606	8,000	13,500	13,500	13,500
Interest	3,424	3,000	4,100	4,500	4,500
Def. Sewer Hook-Up Charge/ Mains	1,125	2,000	1,000	2,000	2,000
DNR Grant	63,340	0	0	0	0
Payment-In-Lieu of Improvements	0	0	0	0	0
Proceeds from Borrowing	515,000	515,000	515,000	645,000	590,000
Miscellaneous Revenues	18,662	18,000	18,680	18,600	18,600
Total Revenue	$2,274,061	$2,209,000	$2,216,280	$2,347,600	$2,292,600
EXPENDITURES					
Storm Sewer Operations	$197,614	$205,120	$196,070	$191,320	$189,990
TV Sewers Insp/Sealing	12,264	12,000	10,500	12,030	12,030
Slough Control	8,544	9,110	2,550	8,660	8,660
Street Cleaning	119,836	131,250	178,350	166,360	165,860
Snow Hauling	126,527	155,330	78,270	136,790	136,790
Erosion Control Inspection	35,460	39,390	39,190	39,060	39,060
Detention Pond	77,686	99,550	93,180	94,880	94,880
Leaf Collection	109,927	168,420	140,830	139,890	139,470
Special Reseves & Escrow	0	0	0	15,550	4,960
Capital Expense	228,220	515,000	515,000	645,000	590,000
Transfer to General Fund:					
Utility Monthly Billings	59,544	62,750	59,630	60,730	60,730
PW Support/Overhead	188,243	213,550	214,670	221,890	221,890
City Support/Overhead	125,495	144,240	143,120	147,930	147,930
Erosion Control/Personnel	20,660	20,660	20,660	21,050	21,050
Debt Service Payment	495,790	555,860	555,860	614,020	614,020
Total Expenditures	$1,805,810	$2,332,230	$2,247,880	$2,515,160	$2,447,320
Excess Revenues Over (Under) Exp.	$468,251	($123,230)	($31,600)	($167,560)	($154,720)
Ending Fund Balance as 12/31	$3,106,147	$2,982,917	$3,074,547	$2,906,987	$2,919,827

CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2016

STORM WATER DIVISION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
Sewer Operation	197,614	205,120	129,075	196,070	191,320	189,990	(15,130)
TV Storm Sewers	12,264	12,000	0	10,500	12,030	12,030	30
Slough Controls	8,544	9,110	0	2,550	8,660	8,660	(450)
Street Cleaning	119,836	131,250	128,046	178,350	166,360	165,860	34,610
Fund Charges	59,544	62,750	44,992	59,630	60,730	60,730	(2,020)
Snow Hauling	126,527	155,330	49,235	78,270	136,790	136,790	(18,540)
Erosion Contr Inspection	35,460	39,390	27,245	39,190	39,060	39,060	(330)
Detention Pond	77,686	99,550	58,475	93,180	94,880	94,880	(4,670)
Leaf Collection	109,927	168,420	588	140,830	139,890	139,470	(28,950)
Transfers	334,398	378,450	283,838	378,450	390,870	390,870	12,420
Special Reserves	0	0	0	0	15,550	4,960	4,960
TOTAL STORMWATER	**1,081,800**	**1,261,370**	**721,494**	**1,177,020**	**1,256,140**	**1,243,300**	**(18,070)**
						Percent Budget Change	-1.43%

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF STORM SEWER BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	23,930	24,930	18,323	24,930	30,310	28,930	
0102	Full Time Hourly Wages	252,330	303,330	137,579	255,500	275,500	275,500	
0104	Temporary Wages	0	0	30	30	0	0	
0110	Overtime Wages	34,025	29,200	957	13,600	25,600	25,600	
0111	Health Insurance	86,219	97,660	44,892	80,350	104,850	95,910	
0115	Fringes	67,876	80,250	35,225	65,660	75,230	74,960	
0118	Schools/Seminars/Training	0	950	461	970	700	700	
0124	License Renewal	0	0	0	50	50	50	
0124	Meal Allowance	400	1,050	0	250	450	450	
	PERSONAL SERVICES	**464,780**	**537,370**	**237,466**	**441,340**	**512,690**	**502,100**	**(35,270)**
CONTRACTUAL SERVICES								
0203	Outside Printing	0	100	0	100	100	100	
0206	Conferences & Meetings	380	600	400	600	600	470	
0207	Advertising & Publication	0	50	0	50	50	50	
0213	Dues & Memberships	2,000	2,250	2,000	2,250	2,250	2,250	
0222	Maint of Operating Equip	2,887	600	1,643	1,750	1,100	1,100	
0224	Electricity	15,185	15,060	10,180	15,060	15,370	15,370	
0232	Water & Sewer	6,469	5,650	5,141	6,250	6,250	6,250	
0236	Auditing Services	4,966	6,000	4,442	4,450	3,750	3,750	
0238	Outside Services	63,240	79,400	20,318	67,000	65,000	65,000	
0245	Professional Services	18,222	25,500	16,511	27,500	25,500	25,500	
0255	Tipping Fees	0	0	11,148	38,000	38,000	38,000	
0293	License Fees	3,000	3,000	4,074	4,080	4,100	4,100	
0294	IS Services Internal	4,733	5,000	3,862	4,980	5,040	5,040	
0296	Maint of Motor Veh/Fleet	51,760	59,500	42,508	52,350	59,500	59,500	
0296	Oil and Fluids/Fleet	1,319	4,400	1,764	3,200	3,400	3,400	
0296	Maint of Oper Eq/Fleet	7,449	26,000	7,205	22,280	19,500	19,500	
	CONTRACTUAL SERVICES	**181,610**	**233,110**	**131,196**	**249,900**	**249,510**	**249,380**	**16,270**
SUPPLIES & MATERIALS								
0308	Office Supplies	0	50	0	50	50	50	
0310	Inhouse Printing	0	50	0	50	50	50	
0316	Gasoline & Oil	25,759	39,400	15,674	32,800	35,300	33,180	
0319	Motor Vehicles Maint. Sup	106	100	16	120	150	150	
0320	Equipment Maint. Supplies	873	900	247	810	500	500	
0326	Safety Supplies	479	340	150	360	340	340	
0331	Small Tools	725	300	45	750	350	350	
0334	Sand Gravel Hot/Cold Mix	2,605	1,500	1,115	1,500	1,500	1,500	
0339	All Other Supplies	3,990	2,450	4,140	4,900	2,750	2,750	
0344	Manhole/Catch Basin/Pipe	6,291	5,000	4,850	5,000	0	0	
	Tires & Tire Maintance	4,870	5,000	2,081	5,210	4,500	4,500	
	Small Equipment	421	100	0	100	100	100	
	SUPPLIES & MATERIALS	**46,119**	**55,190**	**28,318**	**51,650**	**45,590**	**43,470**	**(11,720)**
OTHER								
0589	Billing & Admin. Fees	54,578	55,000	40,550	53,430	55,180	55,180	
0589	Uncollectible Write Offs	315	500	126	500	500	500	
	OTHER	**54,893**	**55,500**	**40,676**	**53,930**	**55,680**	**55,680**	**180**
ADMINISTRATIVE/GENERAL								
	OPEB Insurance	0	1,750	0	1,750	1,800	1,800	
	ADMINISTRATIVE/GENERAL	**0**	**1,750**	**0**	**1,750**	**1,800**	**1,800**	**50**
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	334,398	378,450	283,838	378,450	390,870	390,870	
	TRANSFER TO GENERAL FUND	**334,398**	**378,450**	**283,838**	**378,450**	**390,870**	**390,870**	**12,420**
	TOTAL STORM WATER	**1,081,800**	**1,261,370**	**721,494**	**1,177,020**	**1,256,140**	**1,243,300**	**(18,070)**
							Percent Budget Change	**-1.43%**

CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
STORM SEWER MANAGEMENT								
SEWER OPERATION (3901-733)								
0102	Full Time Hourly Wages	83,377	88,720	58,608	85,000	83,500	83,500	
0104	Overtime Wages	521	1,000	158	500	500	500	
0110	Health Insurance	23,201	24,420	16,937	23,300	24,940	24,940	
0111	Fringes	18,554	20,120	13,227	19,160	19,170	19,170	
0115	Schools/Seminars/Training	0	200	311	320	200	200	
0124	Meal Allowance	12	50	0	50	50	50	
	Personal Services	**125,665**	**134,510**	**89,241**	**128,330**	**128,360**	**128,360**	**(6,150)**
0204	Conferences & Meetings	380	400	400	400	400	270	
0207	Dues & Memberships	2,000	2,000	2,000	2,000	2,000	2,000	
0222	Electricity	512	560	303	560	570	570	
0224	Water & Sewer	1,585	1,650	1,365	1,750	1,750	1,750	
0236	Outside Services	16,625	10,000	3,113	10,000	10,000	10,000	
0238	Professional Services	1,624	5,000	0	5,000	5,000	5,000	
0245	License Fees	3,000	3,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	4,733	5,000	3,862	4,980	5,040	5,040	
0293	Maint of Motor Veh/Fleet	5,339	4,000	1,606	4,000	4,000	4,000	
0294	Oil and Fluids/Fleet	598	2,500	1,318	2,000	2,000	2,000	
0296	Maint of Oper Eq/Fleet	2,260	1,500	1,768	2,000	2,000	2,000	
	Contractual Services	**38,656**	**35,610**	**19,735**	**36,690**	**36,760**	**36,630**	**1,020**
0310	Gasoline & Oil	17,373	24,000	9,504	18,000	20,000	18,800	
0313	Motor Vehicles Maint. Sup	106	0	16	20	50	50	
0316	Equipment Maint. Supplies	69	250	94	150	150	150	
0319	Safety Supplies	181	250	130	200	200	200	
0320	Small Tools	4	200	45	200	200	200	
0331	Sand Gravel Hot/Cold Mix	2,605	1,500	1,115	1,500	1,500	1,500	
0333	All Other Supplies	3,173	1,200	3,371	3,380	1,500	1,500	
0335	Manhole/Catch Basin/Pipe	6,291	5,000	4,850	5,000	0	0	
0339	Tires & Tire Maintance	2,755	2,000	848	2,000	2,000	2,000	
0344	Small Equipment	421	100	0	100	100	100	
	Supplies & Materials	**32,978**	**34,500**	**19,973**	**30,550**	**25,700**	**24,500**	**(10,000)**
0588	Uncollectible Write Offs	315	500	126	500	500	500	
	Other	**315**	**500**	**126**	**500**	**500**	**500**	**0**
	SEWER OPERATION	**197,614**	**205,120**	**129,075**	**196,070**	**191,320**	**189,990**	**(15,130)**
TV STORM SEWERS (3902-733)								
0102	Full Time Hourly Wages	0	1,000	0	0	1,000	1,000	
0110	Health Insurance	0	280	0	0	300	300	
0111	Fringes	0	220	0	0	230	230	
	Personal Services	**0**	**1,500**	**0**	**0**	**1,530**	**1,530**	**30**
0236	Outside Services	12,264	10,000	0	10,000	10,000	10,000	
0238	Professional Services	0	500	0	500	500	500	
	Contractual Services	**12,264**	**10,500**	**0**	**10,500**	**10,500**	**10,500**	**0**
	TV STORM SEWERS	**12,264**	**12,000**	**0**	**10,500**	**12,030**	**12,030**	**30**

CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SLOUGH CONTROLS (3903-733)								
0102	Full Time Hourly Wages	5,696	5,100	0	1,000	5,000	5,000	
0110	Health Insurance	1,583	1,420	0	280	1,480	1,480	
0111	Fringes	1,265	1,150	0	230	1,140	1,140	
	Personal Services	**8,544**	**7,670**	**0**	**1,510**	**7,620**	**7,620**	**(50)**
0236	Outside Services	0	900	0	500	500	500	
	Contractual Services	**0**	**900**	**0**	**500**	**500**	**500**	**(400)**
0319	Safety Supplies	0	40	0	40	40	40	
0333	All Other Supplies	0	500	0	500	500	500	
	Supplies & Materials	**0**	**540**	**0**	**540**	**540**	**540**	**0**
	SLOUGH CONTROLS	**8,544**	**9,110**	**0**	**2,550**	**8,660**	**8,660**	**(450)**
STREET CLEANING (3904-733)								
0102	Full Time Hourly Wages	44,588	48,320	42,803	53,000	50,000	50,000	
0104	Overtime Wages	88	200	0	100	100	100	
0110	Health Insurance	12,351	13,110	12,333	14,400	14,870	14,870	
0111	Fringes	9,878	10,870	9,636	11,690	11,440	11,440	
0115	Schools/Seminars/Training	0	0	150	150	0	0	
	Personal Services	**66,905**	**72,500**	**64,922**	**79,340**	**76,410**	**76,410**	**3,910**
0224	Water & Sewer	4,884	4,000	3,776	4,500	4,500	4,500	
0236	Outside Services	6,536	7,500	1,543	7,500	1,000	1,000	
0243	Tipping Fees	0	0	11,148	38,000	38,000	38,000	
0293	Maint of Motor Veh/Fleet	31,633	35,000	37,042	37,050	35,000	35,000	
0294	Oil and Fluids/Fleet	721	1,500	446	800	1,000	1,000	
0296	Maint of Oper Eq/Fleet	0	1,500	1,779	1,780	1,500	1,500	
	Contractual Services	**43,774**	**49,500**	**55,734**	**89,630**	**81,000**	**81,000**	**31,500**
0310	Gasoline & Oil	8,386	8,600	6,169	8,000	8,300	7,800	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0319	Safety Supplies	0	0	20	20	0	0	
0333	All Other Supplies	0	50	0	50	50	50	
0339	Tires & Tire Maintance	771	500	1,201	1,210	500	500	
	Supplies & Materials	**9,157**	**9,250**	**7,390**	**9,380**	**8,950**	**8,450**	**(800)**
	STREET CLEANING	**119,836**	**131,250**	**128,046**	**178,350**	**166,360**	**165,860**	**34,610**
FUND CHARGES (3905-733)								
0232	Auditing Services	4,966	6,000	4,442	4,450	3,750	3,750	
	Contractual Services	**4,966**	**6,000**	**4,442**	**4,450**	**3,750**	**3,750**	**(2,250)**
0555	Billing & Admin. Fees	54,578	55,000	40,550	53,430	55,180	55,180	
	Other	**54,578**	**55,000**	**40,550**	**53,430**	**55,180**	**55,180**	**180**
9251	OPEB Insurance	0	1,750	0	1,750	1,800	1,800	
	Admin/General	**0**	**1,750**	**0**	**1,750**	**1,800**	**1,800**	**50**
	FUND CHARGES	**59,544**	**62,750**	**44,992**	**59,630**	**60,730**	**60,730**	**(2,020)**

CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SNOW HAULING (3906-733)								
0102	Full Time Hourly Wages	55,525	64,870	27,596	40,000	60,000	60,000	
0104	Overtime Wages	16,686	20,000	799	5,000	15,000	15,000	
0110	Health Insurance	20,640	23,280	8,222	12,400	22,270	22,270	
0111	Fringes	15,371	19,180	6,432	10,170	17,120	17,120	
0124	Meal Allowance	388	1,000	0	200	400	400	
	Personal Services	**108,610**	**128,330**	**43,049**	**67,770**	**114,790**	**114,790**	**(13,540)**
0236	Outside Services	0	3,000	0	1,000	1,500	1,500	
0293	Maint of Motor Veh/Fleet	14,687	15,000	2,607	5,000	15,000	15,000	
0296	Maint of Oper Eq/Fleet	3,230	8,000	3,579	4,000	5,000	5,000	
	Contractual Services	**17,917**	**26,000**	**6,186**	**10,000**	**21,500**	**21,500**	**(4,500)**
0339	Tires & Tire Maintance	0	1,000	0	500	500	500	
	Supplies & Materials	**0**	**1,000**	**0**	**500**	**500**	**500**	**(500)**
	SNOW HAULING	**126,527**	**155,330**	**49,235**	**78,270**	**136,790**	**136,790**	**(18,540)**
EROSION CONTROL (3907-733)								
0101	Salaries	23,930	24,930	18,323	24,930	24,800	24,800	
0110	Health Insurance	6,390	6,470	4,924	6,470	6,510	6,510	
0111	Fringes	5,140	5,440	3,998	5,440	5,400	5,400	
0115	Schools/Seminars/Training	0	750	0	500	500	500	
0118	License Renewal	0	0	0	50	50	50	
	Personal Services	**35,460**	**37,590**	**27,245**	**37,390**	**37,260**	**37,260**	**(330)**
0202	Outside Printing	0	100	0	100	100	100	
0204	Conferences & Meetings	0	200	0	200	200	200	
0206	Advertising & Publication	0	50	0	50	50	50	
0207	Dues & Memberships	0	250	0	250	250	250	
0236	Outside Services	0	1,000	0	1,000	1,000	1,000	
	Contractual Services	**0**	**1,600**	**0**	**1,600**	**1,600**	**1,600**	**0**
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	50	0	50	50	50	
0333	All Other Supplies	0	100	0	100	100	100	
	Supplies & Materials	**0**	**200**	**0**	**200**	**200**	**200**	**0**
	EROSION CONTROL	**35,460**	**39,390**	**27,245**	**39,190**	**39,060**	**39,060**	**(330)**

CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
DETENTION POND (3908-733)								
0102	Full Time Hourly Wages	8,715	11,630	8,204	11,500	11,000	11,000	
0103	Temporary Wages	0	0	30	30	0	0	
0104	Overtime Wages	8	0	0	0	0	0	
0110	Health Insurance	2,344	3,120	2,370	3,100	3,270	3,270	
0111	Fringes	1,933	2,600	1,849	2,540	2,510	2,510	
	Personal Services	**13,000**	**17,350**	**12,453**	**17,170**	**16,780**	**16,780**	**(570)**
0216	Maint of Operating Equip	2,887	500	1,643	1,650	1,000	1,000	
0222	Electricity	14,673	14,500	9,878	14,500	14,800	14,800	
0236	Outside Services	27,627	45,000	15,662	35,000	40,000	40,000	
0238	Professional Services	16,598	20,000	16,511	22,000	20,000	20,000	
0245	License Fees	0	0	74	80	100	100	
0293	Maint of Motor Veh/Fleet	101	500	1,253	1,300	500	500	
0296	Maint of Oper Eq/Fleet	1,959	1,000	79	500	1,000	1,000	
	Contractual Services	**63,845**	**81,500**	**45,100**	**75,030**	**77,400**	**77,400**	**(4,100)**
0316	Equipment Maint. Supplies	684	150	153	160	150	150	
0320	Small Tools	0	50	0	50	50	50	
0333	All Other Supplies	157	500	769	770	500	500	
	Supplies & Materials	**841**	**700**	**922**	**980**	**700**	**700**	**0**
	DETENTION POND	**77,686**	**99,550**	**58,475**	**93,180**	**94,880**	**94,880**	**(4,670)**
LEAF COLLECTION (3909-733)								
0102	Full Time Hourly Wages	54,429	83,690	367	65,000	65,000	65,000	
0104	Overtime Wages	16,722	8,000	0	8,000	10,000	10,000	
0110	Health Insurance	19,710	25,560	106	20,400	22,270	22,270	
0111	Fringes	15,735	20,670	83	16,430	17,120	17,120	
	Personal Services	**106,596**	**137,920**	**556**	**109,830**	**114,390**	**114,390**	**(23,530)**
0216	Maint of Operating Equip	0	100	0	100	100	100	
0236	Outside Services	188	2,000	0	2,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	0	5,000	0	5,000	5,000	5,000	
0294	Oil and Fluids/Fleet	0	400	0	400	400	400	
0296	Maint of Oper Eq/Fleet	0	14,000	0	14,000	10,000	10,000	
	Contractual Services	**188**	**21,500**	**0**	**21,500**	**16,500**	**16,500**	**(5,000)**
0310	Gasoline & Oil	0	6,800	0	6,800	7,000	6,580	
0316	Equipment Maint. Supplies	120	500	0	500	200	200	
0319	Safety Supplies	298	50	0	100	100	100	
0320	Small Tools	721	50	0	500	100	100	
0333	All Other Supplies	660	100	0	100	100	100	
0339	Tires & Tire Maintance	1,344	1,500	32	1,500	1,500	1,500	
	Supplies & Materials	**3,143**	**9,000**	**32**	**9,500**	**9,000**	**8,580**	**(420)**
	LEAF COLLECTION	**109,927**	**168,420**	**588**	**140,830**	**139,890**	**139,470**	**(28,950)**

CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	5,510	4,130	
0110	Health Insurance	0	0	0	0	8,940	0	
0111	Fringes	0	0	0	0	1,100	830	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**15,550**	**4,960**	**4,960**
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	334,398	378,450	283,838	378,450	390,870	390,870	
	TRANSFER TO GENERAL FUND	**334,398**	**378,450**	**283,838**	**378,450**	**390,870**	**390,870**	**12,420**
STORM SEWER MANAGEMENT		**1,081,800**	**1,261,370**	**721,494**	**1,177,020**	**1,256,140**	**1,243,300**	**(18,070)**
							Percent Budget Change	**-1.43%**

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Water Utility
2016 Proposed Budget

The purpose of the Water Utility Fund is to account separately for all revenues and expenditure activities necessary to provide water to Utility customers. Revenues include water user fees, public fire charges, private fire charges, interest income and special charges. Costs include treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges and a payment in lieu of taxes (PILOT) to the City.

Major accomplishments in 2015 include water main replacement on Bridgewood Dr, Meadowview St, Hillcrest Pl, Green Meadows St, Elmwood Ct, Jean St, and Green St. The remaining 125 fire hydrants were blasted, primed, and painted. Minor adjustments were made to the Water GIS layer.

Goals for 2016 include replacement of water mains on Oak St, Franklin Ave, Higgins Ave, Thomas Ct, Columbian Ave, and Brooks Ave. A new air compressor is propsed for the Distribution section. One service truck will be replaced in the Distribution section, and a used vehicle is proposed for the Filtration section. Consultant work on the Water Geographical Information System (GIS) layer is planned. The Ferric Sulfate tank in the old portion of the Filtration Plant is scheduled to be removed, replaced, and relocated into the new portion of the Filtration Plant. New outdoor LED lighting will replace outdated lighting at the Filtration Plant, allowing new security cameras to be more effective and efficient. Additional plans and specifications will be developed during the year for future projects

Revenues	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	$18,221	$10,000	$5,000	$7,500	$7,500
Public Fire Protection	$1,632,105	$1,577,000	$1,600,000	$1,600,000	$1,600,000
Private Fire Protection	$125,965	$115,000	$115,000	$115,000	$115,000
Total Unmetered Sales	$1,776,291	$1,702,000	$1,720,000	$1,722,500	$1,722,500
Metered Sales					
Residential	$3,150,771	$3,200,000	$3,200,000	$3,150,000	$3,150,000
Multi Family Residential	$160,348	$0	$150,000	$150,000	$150,000
Commercial	$958,110	$1,100,000	$950,000	$950,000	$950,000
Industrial	$1,543,880	$1,500,000	$1,500,000	$1,400,000	$1,400,000
Public Authority	$119,381	$135,000	$120,000	$125,000	$125,000
Total Metered Sales	$5,932,490	$5,935,000	$5,920,000	$5,775,000	$5,775,000
Total Sales of Water	$7,708,781	$7,637,000	$7,640,000	$7,497,500	$7,497,500

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Other Revenues	**2014 Actual**	**2015 Budget**	**2015 Estimate**	**2016 Request**	**2016 Proposed**
Other Operating Revenues					
Forfeited Discounts	$81,962	$85,500	$80,000	$80,000	$80,000
Miscellaneous Service	$24,831	$22,200	$21,920	$22,000	$22,000
Rentals	$120,139	$113,820	$91,700	$109,700	$109,700
Other	$66,339	$59,800	$59,800	$59,950	$59,950
Total Other Operating Revenues	$293,271	$281,320	$253,420	$271,650	$271,650
Income					
Merchandising & Jobbing	$6,309	$6,500	$9,500	$9,000	$9,000
Interest	$36,736	$20,000	$20,000	$20,000	$20,000
P-Card Rebate	$0	$0	$2,000	$2,000	$2,000
Amort. On Long-term Debt Discounts	$18,140	$13,050	$13,050	$13,050	$13,050
Miscellaneous Non-Operating	$0	$0	$0	$0	$0
Total Income	$61,185	$39,550	$44,550	$44,050	$44,050
Total Other Revenues	$354,456	$320,870	$297,970	$315,700	$315,700
Total Sales and Other Revenues	$8,063,237	$7,957,870	$7,937,970	$7,813,200	$7,813,200

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Expenses	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	$738	$700	$700	$700	$700
Lake and River Intake	$14,525	$12,000	$7,000	$8,000	$8,000
Total Source of Supply	$15,263	$12,700	$7,700	$8,700	$8,700
Pumping Expenses					
Supervision and Engineering	$14,733	$12,640	$12,640	$13,000	$13,000
Structures and Improvements	$26	$500	$500	$500	$500
Power and Production Equipment	$893	$5,000	$5,000	$1,000	$1,000
Pumping Equipment	$0	$15,000	$10,000	$10,000	$10,000
Total Pumping Expense	$15,652	$33,140	$28,140	$24,500	$24,500
Water Treatment Expenses					
Supervision and Engineering	$31,697	$27,520	$27,520	$28,000	$28,000
Structures and Improvements	$28,218	$198,000	$0	$200,000	$200,000
Water Treatment Equipment	$205,397	$250,000	$200,000	$185,000	$185,000
Total Water Treatment Exp.	$265,312	$475,520	$227,520	$413,000	$413,000
Distribution Expenses					
Supervision and Engineering	$29,484	$23,500	$23,500	$23,500	$23,500
Structures and Improvements	$0	$5,000	$2,000	$5,000	$5,000
Reservoir and Standpipes	$437	$17,800	$10,000	$7,500	$7,500
Mains	$314,722	$250,000	$240,000	$260,000	$260,000
Services	$70,451	$81,000	$50,000	$75,000	$75,000
Meters	$1,501	$2,300	$1,500	$1,600	$1,600
Hydrants	$9,703	$10,000	$10,000	$6,000	$6,000
Miscellaneous Plant	$3,498	$3,000	$3,000	$3,000	$3,000
Total Distribution Expenses	$429,796	$392,600	$340,000	$381,600	$381,600
General Plant					
SCADA					
Total General Plant	$50,497	$50,000	$35,000	$10,000	$10,000
Total Maintenance Expenses	$776,520	$963,960	$638,360	$837,800	$837,800

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Expenses	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	$753	$700	$700	$700	$700
Labor & Other Expenses	$0	$500	$500	$500	$500
Total Source of Supply	$753	$1,200	$1,200	$1,200	$1,200
Pumping Expenses					
O & M Supervision	$14,708	$12,500	$12,500	$12,500	$12,500
Fuel or Power for Pumping	$163,158	$170,000	$160,000	$160,000	$160,000
Pumping Labor & Expenses	$92,056	$86,590	$86,590	$85,000	$85,000
Miscellaneous Expenses	$21,789	$17,100	$15,000	$17,000	$17,000
Total Pumping Expense	$291,711	$286,190	$274,090	$274,500	$274,500
Water Treatment Expenses					
O & M Supervision	$34,468	$31,140	$30,000	$31,000	$31,000
Chemicals	$544,882	$550,000	$550,000	$535,000	$535,000
Treatment Labor & Expenses	$364,076	$330,390	$320,000	$330,000	$330,000
Miscellaneous Expenses	$82,637	$81,130	$81,130	$81,000	$81,000
Commercial Dumpster	$851	$400	$400	$500	$500
Total Water Treatment Exp.	$1,026,914	$993,060	$981,530	$977,500	$977,500
Distribution Expenses					
O & M Supervision	$34,384	$32,940	$32,940	$32,500	$32,500
Storage Facility Expenses	$15,383	$9,500	$9,500	$10,000	$10,000
Water Main Expenses	$121,056	$106,550	$106,550	$105,000	$105,000
Meter Expenses	$44,915	$44,100	$49,000	$50,000	$50,000
Customer Installation	$30,316	$35,000	$35,000	$35,000	$35,000
Miscellaneous Expenses	$62,600	$67,860	$60,000	$65,000	$65,000
Total Distribution Expenses	$308,654	$295,950	$292,990	$297,500	$297,500
Customer Accounts Expenses					
Supervision	$31,979	$38,090	$33,000	$33,000	$33,000
Meter Reading	$10,615	$14,000	$14,000	$14,000	$14,000
Customer Records & Collection	$77,837	$74,000	$74,000	$77,000	$77,000
Uncollectible Accounts	$1,762	$3,000	$3,000	$3,500	$3,500
Total Customer Expenses	$122,193	$129,090	$124,000	$127,500	$127,500
Total Operations Expenses	$1,750,225	$1,705,490	$1,673,810	$1,678,200	$1,678,200

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Expenses	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Admin & General Expenses					
Admin & General Salaries	$143,179	$143,000	$143,000	$146,000	$146,000
Office Supplies & Expenses	$9,374	$4,200	$4,200	$4,500	$4,500
Outside Services	$686	$1,000	$500	$30,000	$30,000
Auditing Services	$12,098	$14,000	$14,000	$13,000	$13,000
Property Insurance	$18,712	$20,600	$18,170	$19,000	$19,000
Liability Insurance	$48,165	$42,150	$36,500	$41,300	$41,300
Rent	$8,900	$9,200	$9,200	$9,500	$9,500
Pensions & Benefits/OPEB	$411,536	$454,090	$417,000	$415,000	$415,000
Miscellaneous Expenses	$29,017	$16,770	$16,770	$17,000	$17,000
Regulatory Commission	$0	$5,600	$0	$0	$0
Total Admin & Gen. Expenses	$681,667	$710,610	$659,340	$695,300	$695,300
Total Maintenance Expenses	$776,520	$963,960	$836,360	$907,800	$907,800
Total Operations Expenses	$1,750,225	$1,705,490	$1,673,810	$1,678,200	$1,678,200
Depreciation	$1,437,410	$1,434,000	$1,438,000	$1,440,000	$1,440,000
Tax Expense					
PILOT	$1,052,637	$1,092,930	$1,097,970	$1,116,340	$1,116,340
PSC Remainder Assessment	$7,351	$10,000	$8,000	$9,000	$9,000
Payroll Tax	$64,924	$61,000	$68,000	$69,200	$69,200
DNR Lake Withdrawal Fees	$7,010	$7,100	$6,080	$7,100	$7,100
Total Tax Expense	$1,131,922	$1,171,030	$1,180,050	$1,201,640	$1,201,640
Total Operating Expenses	$5,777,744	$5,985,090	$5,787,560	$5,922,940	$5,922,940
Non-Operating Expenses					
Amoritization of Property Loss	$129,059	$129,060	$129,060	$129,060	$129,060
Interest on Long-term Debt	$600,647	$536,360	$536,360	$471,080	$471,080
Amortization on Long-term Debt	$19,329	$19,340	$19,340	$19,340	$19,340
Dividend on City Paid in Capital	$32,274	$32,270	$32,270	$32,270	$32,270
Other Income Deductions	$130,421	$136,000	$131,000	$131,000	$131,000
Borrowing Expense (Refunding)	$0	$0	$0	$0	$0
Revenue Bond Retirement	$2,315,418	$2,334,300	$2,426,529	$2,183,373	$2,183,373
Total Non-Operating Expenses	$3,227,148	$3,187,330	$3,274,559	$2,966,123	$2,966,123
Total Expenses	$9,004,892	$9,172,420	$9,062,119	$8,889,063	$8,889,063

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Neenah Water Utility Operating Budget Summary

Category	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Total Sales of Water	$7,708,781	$7,637,000	$7,640,000	$7,497,500	$7,497,500
Total Other Revenues	$354,456	$320,870	$297,970	$315,700	$315,700
Borrowed For Operations	$0	$0	$0	$0	$0
Total Sales and Other Revenues	$8,063,237	$7,957,870	$7,937,970	$7,813,200	$7,813,200
Depreciation	$1,437,410	$1,434,000	$1,438,000	$1,440,000	$1,440,000
Admin and General Expenses	$681,667	$710,610	$659,340	$695,300	$695,300
Maintenance Expenses	$776,520	$963,960	$638,360	$837,800	$837,800
Operation Expenses	$1,750,225	$1,705,490	$1,673,810	$1,678,200	$1,678,200
Tax Expense	$1,131,922	$1,171,030	$1,180,050	$1,201,640	$1,201,640
Total Operating Expenses	$4,340,334	$4,551,090	$4,151,560	$4,412,940	$4,412,940
Total Non-Operating Expenses	$3,227,148	$3,187,330	$3,274,559	$2,966,123	$2,966,123
Total Expenses	$9,004,892	$9,172,420	$8,864,119	$8,819,063	$8,819,063

Other Funds Available					
Revenue Bond	$0	$0	$0	$0	$0
Assessments	$0	$0	$0	$0	$0
Total Other Funds Available	$0	$0	$0	$0	$0

Other Expenses					
Utility Funded CIP Not Included Above	$579,170	$999,900	$779,000	$1,302,800	$805,000
Assessable Projects	$0	$0	$0	$0	$0
Projects Paid By Revenue Bond	$0	$0	$0	$0	$0
Water Treatment Plant	$0	$0	$0	$0	$0
Total Other Expenses	$579,170	$999,900	$779,000	$1,302,800	$805,000

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Water Utilities	**Budget:** Water
	Program: Enterprise Fund	**Submitted by:** Kent Taylor

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Budget for 2015	Estimate for 2015	For 2016
FULL TIME							
Director of Water Utilities	Grade R3	1.00	Grade 18	1.00	$83,230	$82,740	$83,300
Water Distribution Mgr.	Grade M4	1.00	Grade 13	1.00	72,490	72,150	72,930
Water Treatment Plant Mgr.	Grade M4	1.00	Grade 13	1.00	69,970	69,650	70,390
Distribution Foreman	Grade I4	1.00	Grade I4	1.00	64,580	63,860	64,000
Plant Operators	Grade G4	6.00	Grade G4	6.00	347,070	334,620	329,090
Utility Maintenance Technician	Grade H4	2.00	Grade H4	2.00	119,090	123,380	121,430
Utility Maintenance Distribution	Grade G4	4.00	Grade G4	4.00	231,380	215,980	212,070
Utility Maintenance Meter	Grade G4	1.00	Grade G4	1.00	57,840	56,710	57,340
Subtotal		17.00		17.00	$1,045,650	$1,019,090	$1,010,550
PART-TIME							
Administrative Assistant (1813 Hrs)	Grade D	0.93	Grade D	0.93	23,890	14,000	24,660
OTHER COMPENSATION							
Overtime	-		-		87,000	87,000	87,000
Accrued Wages	-		-		870	850	3,940
On-Call Stipend	-		-		12,740	12,300	12,740
TEMPORARY							
Summer Help	-		10.00/hr	-	4,800	0	4,800
TOTAL	XXX	17.93	XXX	17.93	$1,174,950	$1,133,240	$1,143,690

DEPARTMENT OF INFORMATION SYSTEMS

Department Head

Joseph Wenninger

Major Activities

The Department is responsible for the coordination of systems development; implementation and operation of the City's automated information systems, including GIS (Geographic Information System); the maintenance and operation of the City's VoIP (Voice over IP) phone system; and the maintenance of the Audio/Video system in the Council Chambers.

2016 is the seventh year in which the I/S department is serving as an Internal Service Fund. The department is now funded by charges to City departments and certain outside users. 2016 is the sixth year in which all City printer/copier costs are accounted for in the I/S budget and charged back to departments on the basis of usage.

Operating Budget Information/Number of Employees

	2014 Actual	2015 Approved	2016 Requested	% Increase	2016 Proposed	% Increase
Operating Budget	$700,210	$701,610	$732,430	4.39%	$710,880	1.32%
No. of Employees (FTE)	6	6	6	0.00%	6	0.00%

Summary of Executive Recommendations on Variable Cost Options

I/S OPERATIONS	2014 Actual	2015 Approved	2016 Requested	2016 Proposed	Mayor's Comments
Temporary Wages	$4,061	$8,500	$8,000	$8,000	Maintain 2015 level.
Training/Conferences/Meetings	7,886	7,100	8,500	7,650	Reduce by 10%
Outside Services	500	500	500	500	Maintain 2015 level.
Outside Software Services	12,067	10,000	12,000	12,000	Increase justified.
Small Program Packages	769	1,250	1,250	1,250	Maintain 2015 level.
Small Computer Hardware	2,880	1,500	1,500	1,500	Maintain 2015 level.
Printing/Copying Contract	41,263	42,000	42,000	33,050	New vendor contract.
GEOGRAPHIC INFORMATION SYSTEMS					
Training/Conferences/Meetings	696	1,750	1,700	1,530	Reduce by 10%
Outside Services	500	500	200	200	Maintain 2015 level.
Small Program Packages	750	750	500	500	Maintain 2015 level.
Small Computer Hardware	500	500	500	500	Maintain 2015 level.
TRAINING/REDUNDANT DATA CENTER					
Electricity	0	0	4,080	4,080	New location.
Natural Gas	0	0	480	480	New location.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages/Fringes (2% 1/1/16)	0	0	8,570	6,430	1% - 1/1/16 & 1% - 7/1/16
Health Insurance Increase (10%)	0	0	9,440	0	Move to Network Health Plan
CAPITAL OUTLAY					
Computer Software Outlay	21,140	12,550	10,000	10,000	Per requested list.
Computer Hardware Outlay	30,902	10,900	17,500	17,500	Per requested list.
Total Executive Reductions Recommended				**$21,550**	

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Information Systems	Budget: Information Systems Internal Service Fund
Program: Internal Service	Submitted by: Joseph L Wenninger

Information Systems Internal Service Fund
2016 Proposed Budget

The Information Systems Internal Service Fund was created in 2009 and implemented with the adoption of the City's 2010 Operating Budget. The Internal Service Fund consists of IS service charges and printer/copy charges. The IS service charges are the result of an analysis to confirm that past methodologies utilized to allocate service fees to the City of Menasha for their tax application outsourced to the City of Neenah, the joint Menasha-Neenah Municipal Court and Neenah-Menasha Fire Rescue functions and the City's Water Utility function were equitable. During this process, it was decided that the formula created to ensure consistency between the aforementioned functions be utilized to spread Information System costs across all departments/entities to identify their true budget impact. The formula utilized to allocate the costs consists of:

1) staffing costs, salary and fringe benefits, for all resources expended on projects for specific departments being charged back to that department;
2) remaining operating budget costs allocated based on a five factor formula; and
3) pro-rated CIP budget costs, after life cycle amortization, allocated based on the five factor formula.

The printer/copy/fax charges are the result of the Managed Print Care agreement with MBM, where all print/copy/fax costs are passed through Information Systems for allocation to individual departments.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance (Deficit), January 1	$0	$9,345	$9,345	$9,685	$9,685
REVENUES					
Printer/Copy Charges	$41,837	$41,480	$41,480	$41,480	$34,080
I S Service Charges	707,143	732,740	752,490	783,310	707,020
Miscellaneous Charges	575	600	5,800	6,050	6,050
Total Revenue	$749,555	$774,820	$799,770	$830,840	$747,150
EXPENDITURES					
Personnel Services	$522,972	$538,640	$538,840	$561,950	$549,350
Contractual Services	117,656	134,100	142,540	138,110	129,160
Supplies & Materials/Other	7,271	5,420	4,600	4,870	4,870
Capital Outlay	52,311	23,450	23,450	27,500	27,500
Transfer to General Fund	40,000	65,000	90,000	0	0
Total Expenditures	$740,210	$766,610	$799,430	$732,430	$710,880
Excess Revenues Over (Under) Expenditures	$9,345	$8,210	$340	$98,410	$36,270
Fund Balance, December 31	$9,345	$17,555	$9,685	$108,095	$45,955

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Information Systems	**Budget:** Information Systems
Program: Internal Service	**Submitted by:** Joseph L. Wenninger

Goals/Responsibilities:
Coordinate systems development, implementation and operation of the City's automated information systems including telephones. Assist the Common Council in setting priorities for coordinated systems applications and operations within City departments. Recommend software applications and hardware for all City departments.

Activities:
Work with "user" departments to coordinate needs, requests and timing of information technology projects. Direct the operation of the City's iSeries servers, network server(s), phone system, surveillance camera system and broadcast camera system utilizing current technology practices. Design, develop and implement systems. Acquire and oversee programming services and supplies, security, validity and protection. Remain knowledgeable of new systems, equipment and technologies.

2015 Accomplishments:
Information Systems
- Completed the implementation of "Market Drive" CAMA solution.
- Upgraded the "Panic Button" technology in City facilities.
- Implemented a help desk ticketing and hardware inventory and management solution.
- Initiated the implementation of a "Time and Attendance" system for payroll data collection.
- Prepared and distribute an RFP for implementing a Virtual Desktop Infrastructure (VDI) solution, analyzed responses and selected appropriate solution and implement solution.
- Implemented phase 1 of Virtual Desktop Infrastructure (VDI) solution.
- Implemented a new web page content management solution for the City and NMFR, along with total site redesigns.
- Implemented "Controlled Card Swipe Access" technology for City Hall exterior entrances.
- Completed server operating system upgrades to Windows Server 2012.
- Assisted Neenah – Menasha Fire Rescue with the initial phase of their migration to the .Net version of their records management solutions.
- Analyzed RFQ responses and selected vendor for copy and print device fleet lease and maintenance agreement.
- Implemented an "Active Directory" environment.
- Upgraded Microsoft Office City-wide.
- Assisted Council with the selection and initiation the implementation phase of an "Electronic Agenda/Meeting" solution for Council and City staff.
- Relocated the City's Redundant Data Center (RDC) and created a Training Center at Fire 31 in space previously occupied by FVTC.
- Relocated the City Information Systems department within City Hall to space previously occupied by Winnebago Health department.
- Completed imaging projects for DOLAS and Public Works, as well as implementing several new imaging modules.
- Upgraded current wireless internal and external (Shattuck Park, Church Street Ramp and Doty Park/Whiting Boathouse) networks.

GIS
- Upgraded the City's Civil 3D and ArcGIS solutions to the latest version.
- Implemented a "Sanborne Map" web portal for Community Development to meet grant requirements. This project consisted of layering several decades of physical map documents into an electronic version that is accessible to the public.
- Continued to implement the Election Polling Places and Tax Parcel Viewer web portals.
- Continued to expand the utilization of the City's GIS system across additional departments, while focusing on providing map attribute information from iSeries, Domino/Notes and network server databases.
- Implemented a GIS Users Group to develop a process that results in a short and long range strategy for GIS, as more City departments are utilizing this technology.
- Various map projects:
    - City of Neenah Base Map (counter books).
    - Neenah-Menasha Fire Rescue Street Index Map.
    - Sewer and Water Maps (ACS MAPS).

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Information Systems	**Budget:** Information Systems
Program: Internal Service	**Submitted by:** Joseph L. Wenninger

2016 Goals/Plans:

Information Systems

- Participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Complete implementation of a "Time and Attendance" system for payroll data collection.
- Research "Controlled Card Swipe Access" technology at City facilities other than City Hall.
- Assist Finance staff with completing recommendations from SunGard business analysis of the G/L and integrated financial applications.
- Continue to introduce portable/mobile devices into the City's IS/GIS environment to enhance data access to City staff while in the field.
- Complete implementation of the Virtual Desktop Infrastructure (VDI) solution.
- Assist Community Development with preparing and distributing an RFP for a "Permit and Inspection" solution replacing the current system; analyze responses, select appropriate solution and initiate implementation.
- Continue to assist Neenah – Menasha Fire Rescue with the migration to the .Net version of their records management solution.
- Replace/Upgrade the current Storage Attached Network (SAN) device in the Redundant Data Center (RDC).
- Assist Council with the implementation of the selected "Electronic Agenda/Meeting" solution for Council and City staff.
- Complete imaging projects for Human Resources and other departments as projects are identified.
- Upgrade/Implement external (Memorial Park and Riverside Park) wireless network.

GIS

- Continue to implementation of beneficial ESRI web portal templates when applications identified.
- Continue to expand the utilization of the City's GIS system across additional departments, while focusing on providing map attribute information from iSeries, Domino/Notes and network server databases.
- Implement and improve the short and long range GIS strategy developed on 2015.
- Utilize the recently digitized orthoimagery from Winnebago County to review various topographic layers (building footprints, parking lots, pavement edge, etc) to locate and correct data issues.
- Replace the currently unsupported intranet GIS portal with ESRI's Portal for ArcGIS application

Major Increases (Decreases) in 2016 Budget Request:

Maintenance of Hardware: $3,550 decrease due to multi-year contracts and moving to "time and material" charges in a few instances.

Electricity, Natural Gas, Water, Storm Water: $5,080 increase due to the allocation of expenditures for space formerly occupied by FVTC at Fire 31.

Maintenance of Software: $5,640 increase due to the lapse of software warranties, maintenance expenditures related to new hardware and the elimination of the City's computer replacement fund.

Outside Software Services: $2,000 increase due to anticipated increased usage of outside technical support.

Rental: $1,370 increase due to additional pole rental fees from WE Energies for fiber optic attachment.

Software and Hardware Outlay: $2,450 increase due to anticipated refresh of several UPS devices and wireless access points, implementation of thin client devices and tablets, etc.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
INFORMATION SYSTEMS								
OPERATIONS (1701-708)								
0101	Salaries	276,927	279,950	206,030	280,010	282,440	282,440	
0103	Temporary Wages	4,061	8,500	6,883	10,000	8,000	8,000	
0110	Health Insurance	64,910	68,160	51,111	68,160	68,150	68,150	
0111	Fringes	56,460	51,120	37,733	51,330	52,340	52,340	
0115	Schools/Seminars/Training	6,571	5,900	4,278	4,360	6,800	5,950	
0123	Auto Allowance	1,550	1,800	728	1,650	1,650	1,650	
0128	Empl Recognition Awards	94	100	100	100	0	0	
	Personal Services	**410,573**	**415,530**	**306,863**	**415,610**	**419,380**	**418,530**	**3,000**
0203	Postage	16	30	17	30	30	30	
0204	Conferences & Meetings	1,315	1,200	169	2,700	1,700	1,700	
0207	Dues & Memberships	460	460	148	150	200	200	
0210	Maint of Hardware	18,507	26,170	16,423	22,470	22,620	22,620	
0218	Maint of Software	25,976	35,000	28,471	34,720	34,020	34,020	
0221	Telephone	1	10	0	0	10	10	
0227	Cellular Telephone	1,267	1,400	721	1,290	1,400	1,400	
0235	Outside Software Services	12,067	10,000	5,630	9,180	12,000	12,000	
0236	Outside Services	383	500	0	0	500	500	
0251	Rental	3,454	3,000	4,864	4,870	4,370	4,370	
0254	Printer / Copies	41,263	42,000	28,863	42,260	42,000	33,050	
0263	Internet Access Services	9,525	8,500	4,463	8,000	8,500	8,500	
	Contractual Services	**114,234**	**128,270**	**89,769**	**125,670**	**127,350**	**118,400**	**(9,870)**
0301	Office Supplies	149	150	59	60	100	100	
0302	Inhouse Printing	0	20	0	0	20	20	
0303	Computer Oper Supplies	1,292	1,000	281	40	750	750	
0308	Books and Periodicals	0	250	0	0	150	150	
0343	Small Program Packages	769	1,250	519	1,250	1,250	1,250	
0344	Small Equipment	0	0	0	490	0	0	
0347	Small Computer Hardware	2,880	1,500	1,257	1,560	1,500	1,500	
	Supplies & Materials	**5,090**	**4,170**	**2,116**	**3,400**	**3,770**	**3,770**	**(400)**
9251	OPEB Insurance	1,594	2,300	0	0	0	0	
	Administrative General	**1,594**	**2,300**	**0**	**0**	**0**	**0**	**(2,300)**
	OPERATIONS	**531,491**	**550,270**	**398,748**	**544,680**	**550,500**	**540,700**	**(9,570)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS (1705-708)								
0101	Salaries	72,744	80,040	53,228	80,090	81,010	81,010	
0110	Health Insurance	25,030	26,280	19,710	26,280	26,290	26,290	
0111	Fringes	13,889	15,250	10,142	15,260	15,660	15,660	
0115	Schools/Seminars/Training	696	1,500	0	1,500	1,500	1,330	
0123	Auto Allowance	40	40	51	100	100	100	
	Personal Services	**112,399**	**123,110**	**83,131**	**123,230**	**124,560**	**124,390**	**1,280**
0204	Conferences & Meetings	0	250	0	200	200	200	
0210	Maint of Hardware	0	250	0	0	250	250	
0218	Maint of Software	2,892	2,350	2,148	2,150	2,350	2,350	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	50	200	0	0	200	200	
	Contractual Services	**3,422**	**3,530**	**2,508**	**2,830**	**3,480**	**3,480**	**(50)**
0301	Office Supplies	0	50	0	0	50	50	
0303	Computer Oper Supplies	484	500	173	500	250	250	
0343	Small Program Packages	0	350	0	350	250	250	
0347	Small Computer Hardware	103	350	0	350	250	250	
	Supplies & Materials	**587**	**1,250**	**173**	**1,200**	**800**	**800**	**(450)**
	GEOGRAPHIC INFO SYSTEMS	**116,408**	**127,890**	**85,812**	**127,260**	**128,840**	**128,670**	**780**
TRAINING/REDUNDANT DATA (1710-708)								
0214	Maintenance of Buildings	0	0	12	11,500	1,000	1,000	
0216	Maint of Operating Equip	0	0	0	0	500	500	
0222	Electricity	0	0	668	2,040	4,080	4,080	
0223	Natural Gas	0	0	93	240	480	480	
0224	Water & Sewer	0	0	63	130	260	260	
0226	Storm Water	0	0	63	130	260	260	
0236	Outside Services	0	0	0	0	500	500	
0237	Pest Control	0	0	0	0	200	200	
	Contractual Services	**0**	**0**	**899**	**14,040**	**7,280**	**7,280**	**7,280**
0306	Cleaning/Janitor Supplies	0	0	0	0	100	100	
0314	Building Maint. Supplies	0	0	0	0	100	100	
0333	All Other Supplies	0	0	0	0	100	100	
	Supplies & Materials	**0**	**0**	**0**	**0**	**300**	**300**	**300**
	TRAINING/REDUNDANT DATA	**0**	**0**	**899**	**14,040**	**7,580**	**7,580**	**7,580**
CAPITAL OUTLAY (1781-708)								
8114	Computer Software Outlay	21,410	12,550	0	12,550	10,000	10,000	
8115	Computer Hardware Outlay	30,902	10,900	4,763	10,900	17,500	17,500	
8134	Computer Replacement Fund	(1)	0	(1)	0	0	0	
	Capital Outlay	**52,311**	**23,450**	**4,762**	**23,450**	**27,500**	**27,500**	**4,050**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	7,240	5,430	
0110	Health Insurance	0	0	0	0	9,440	0	
0111	Fringes	0	0	0	0	1,330	1,000	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**18,010**	**6,430**	**6,430**
GENERAL FUND TRANSFERS								
0999	Transfers	40,000	65,000	48,750	90,000	0	0	
	Transfers	**40,000**	**65,000**	**48,750**	**90,000**	**0**	**0**	**(65,000)**
INFORMATION SYSTEMS		**740,210**	**766,610**	**538,971**	**799,430**	**732,430**	**710,880**	**(55,730)**
							Percent Budget Change	-7.27%

CITY OF NEENAH
OPERATING BUDGET
INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
CHARGES FOR SERVICES								
546-11	Other I/S Services	575	600	216	500	600	600	
577-01	Fire Fiber Optic	0	0	0	5,300	5,450	5,450	
TOTAL CHARGES FOR SERVICES		**575**	**600**	**216**	**5,800**	**6,050**	**6,050**	**5,450**
							Percent Budget Change	**908.33%**
IS SERVICES								
547-01	Common Council	4,340	4,400	3,300	4,650	4,830	4,830	
547-02	Mayor's Office	7,478	7,410	5,558	7,990	8,310	8,310	
547-05	Finance Department	46,191	37,750	28,313	41,780	43,530	43,530	
547-05	Utility Billing	6,762	7,350	5,513	7,780	8,090	8,090	
547-09	Attorney	11,086	10,500	7,875	11,480	11,950	11,950	
547-09	Human Resources	13,408	15,480	11,610	14,820	15,430	15,430	
547-09	City Clerk	28,019	27,930	20,948	31,000	31,900	31,900	
547-21	Police Operating	201,131	210,630	157,973	220,260	229,490	229,490	
547-21	School Liaison Program	6,203	6,800	5,100	6,580	6,840	6,840	
547-23	Fire	118,884	126,150	94,613	124,440	129,670	129,670	
547-35	Public Works Adm	45,415	46,210	34,657	47,310	48,990	48,990	
547-37	Municipal Garage	18,143	16,370	12,277	19,490	20,200	20,200	
547-39	Fleet	10,565	10,070	7,552	10,700	11,140	11,140	
547-49	Stormwater	4,733	5,150	3,862	4,970	5,040	5,040	
547-56	Water Utility	22,560	23,170	17,378	25,440	26,550	26,550	
547-81	Park & Rec Adm.	42,496	46,890	35,168	41,690	43,250	43,250	
547-88	Joint Municipal Court	7,234	7,590	5,693	7,810	8,120	8,120	
547-93	Community Development Opt	43,078	52,420	39,315	51,420	52,640	52,640	
547-93	Inspections	12,489	12,790	9,593	13,980	14,510	14,510	
547-93	Weights/Measures	4,793	4,970	3,727	4,940	5,130	5,130	
547-93	Assessor	28,308	28,830	21,623	29,890	30,680	30,680	
547-95	Library	4,063	4,240	3,180	4,440	4,620	4,620	
547-97	Cemetery	8,865	9,440	7,080	9,430	9,690	9,690	
547-98	City of Menasha	10,899	10,200	-	10,200	12,710	12,710	
547-99	Printer / Copies	41,837	41,480	19,673	41,480	41,480	41,480	
TOTAL IS REVENUES		**748,980**	**774,220**	**561,581**	**793,970**	**824,790**	**824,790**	**50,570**
								6.53%
MAYOR'S RECOMMENDED ADJUSTMENT		**0**	**0**	**0**	**0**	**0**	**(83,690)**	**(83,690)**
GRAND TOTAL		**749,555**	**774,820**	**561,797**	**799,770**	**830,840**	**747,150**	**(27,670)**
							Percent Budget Change	**-3.57%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Information Systems	**Budget:** Information Systems
	Program: Internal Service	**Submitted by:** Joseph L. Wenninger

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$81,650	$84,560	$85,470
Programmer/Analyst	Grade K3	2.00	Grade K3	2.00	117,670	121,910	122,900
Network Administrator	Grade K3	1.00	Grade K3	1.00	56,770	58,720	59,130
Help Desk Technician (shared with GIS)	Grade G3	1.00	Grade G3	1.00	40,220	41,630	42,010
GIS System Operator	Grade J3	1.00	Grade J3	1.00	50,070	51,890	52,550
Subtotal		6.00		6.00	$346,380	$358,710	$362,060
OTHER COMPENSATION							
Accrued Wages	-		-		1,390	1,390	1,390
TEMPORARY							
Student Intern	9.00/hr		9.00/hr		8,500	10,000	8,000
TOTAL	XXX	6.00	XXX	6.00	$356,270	$370,100	$371,450

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works & Utilities	**Budget:** Fleet Division
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Gerry Kaiser

Fleet Maintenance Fund
2016 Proposed Budget

The fleet maintenance division of the Public Works Department was created in 2003 and implemented in 2004. All City vehicles and equipment are now maintained in-house by the fleet mechanics. Departments no longer have their vehicles serviced and maintained by outside repair shops, unless fleet mechanics cannot perform the needed work. Fixed rates were initially established and are reviewed yearly to insure competitiveness with the private sector. Routine tasks (oil changes, wheel alignment, etc.) also are performed at the same price as the low bid received from the private sector. It is the intention that the fleet division be a revenue generator and at year-end contribute to the general fund. The fund balance shown below includes parts inventory and cash.

As the life of vehicles are extended, Motor Pool Supplies increases.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance (Deficit), January 1	$275,924	$266,563	$259,803	$253,743	$253,743
REVENUES					
Vehicle Maintenance Charges	$633,696	$606,000	$600,250	$607,160	$607,160
Fuel Revenue	10,749	10,500	10,500	10,500	10,500
Total Revenue	$644,445	$616,500	$610,750	$617,660	$617,660
EXPENDITURES					
Personal Services	$417,787	$439,920	$432,390	$437,540	$437,510
Contractual Services	42,961	40,760	44,740	43,600	43,600
Supplies & Materials	161,651	134,130	132,280	132,380	132,220
Other	1,407	1,050	0	0	0
Special Reserves & Escrow	0	0	0	15,420	5,070
Transfer to General Fund	30,000	0	0	0	0
Transfer to Facilities	0	7,400	7,400	0	0
Total Expenditures	$653,806	$623,260	$616,810	$628,940	$618,400
Excess Revenues Over (Under) Expenditures	($9,361)	($6,760)	($6,060)	($11,280)	($740)
Fund Balance (Deficit), December 31	$266,563	$259,803	$253,743	$242,463	$253,003

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	60,174	61,400	43,842	61,310	67,310	65,900	
0102	Full Time Hourly Wages	211,423	223,780	154,827	217,720	219,890	219,890	
0104	Overtime Wages	2,367	1,500	632	1,500	1,500	1,500	
0110	Health Insurance	79,363	85,990	59,781	85,990	95,230	86,570	
0111	Fringes	61,716	64,050	44,528	62,560	65,830	65,550	
0115	Schools/Seminars/Training	0	350	457	460	350	320	
0117	Clothing Allowance	2,720	2,800	2,466	2,800	2,800	2,800	
0124	Meal Allowance	24	50	12	50	50	50	
	PERSONAL SERVICES	**417,787**	**439,920**	**306,545**	**432,390**	**452,960**	**442,580**	**2,660**
CONTRACTUAL SERVICES								
0202	Outside Printing	0	100	0	100	100	100	
0204	Maint of Buildings	0	400	208	400	400	400	
0205	Maint of Operating Equip	1,627	1,000	580	1,000	1,000	1,000	
0206	Maintenance of Software	46	320	99	160	160	160	
0207	Telephone	212	150	112	190	190	190	
0208	Electricity	7,563	7,900	5,787	7,900	8,100	8,100	
0209	Natural Gas	7,219	6,500	3,081	6,000	6,200	6,200	
0210	Water & Sewer	3,082	4,000	3,726	5,000	5,000	5,000	
0211	Storm Water	1,355	1,810	1,355	1,810	1,810	1,810	
0212	Cellular Telephone	82	150	218	220	150	150	
0213	Outside Services	2,193	800	1,035	1,120	1,000	1,000	
0214	Pest Control	216	190	126	190	190	190	
0215	Rental of Equipment	0	100	0	50	50	50	
0216	Printer / Copies	349	350	90	260	260	260	
0217	IS Services / Internal	10,565	10,070	7,552	10,710	11,140	11,140	
0218	Internet Access Services	1,500	2,300	2,655	2,700	3,000	3,000	
0219	Maint of Motor Veh/Fleet	6,317	3,800	5,454	5,900	4,000	4,000	
0220	Oil and Fluids/Fleet	295	220	328	330	250	250	
0222	Maint of Oper Eq/Fleet	340	600	686	700	600	600	
	CONTRACTUAL SERVICES	**42,961**	**40,760**	**33,092**	**44,740**	**43,600**	**43,600**	**2,840**
SUPPLIES & MATERIALS								
0302	Office Supplies	34	200	59	100	150	150	
0303	Inhouse Printing	0	10	0	10	10	10	
0306	Computor Oper supplies	0	150	0	150	150	150	
0308	Cleaning/Janitor Supplies	140	250	247	250	250	250	
0310	Books and Periodicals	0	100	0	50	50	50	
0314	Gasoline & Oil	2,856	3,900	1,559	2,600	2,700	2,540	
0315	Building Maint Supplies	329	300	0	350	300	300	
0319	Equipment Maint. Supplies	467	620	534	620	620	620	
0320	Safety Supplies	142	200	50	150	150	150	
0333	Small Tools	2,754	1,600	1,441	1,600	1,600	1,600	
0339	All Other Supplies	12	100	27	100	100	100	
0344	Small Equipment	267	300	0	300	300	300	
0345	Shop Supplies	4,912	6,400	3,066	6,000	6,000	6,000	
0348	Motor Pool Supplies	149,738	120,000	96,975	120,000	120,000	120,000	
	SUPPLIES & MATERIALS	**161,651**	**134,130**	**103,958**	**132,280**	**132,380**	**132,220**	**(1,910)**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
OTHER								
	OPEB Insurance	1,407	1,050	0	0	0	0	
	OTHER	**1,407**	**1,050**	**0**	**0**	**0**	**0**	**(1,050)**
TRANSFERS								
9999	General Fund	30,000	7,400	0	7,400	0	0	
	TRANSFERS	**30,000**	**7,400**	**0**	**7,400**	**0**	**0**	**(7,400)**
	TOTAL FLEET MAINT.	**653,806**	**623,260**	**443,595**	**616,810**	**628,940**	**618,400**	**(4,860)**
							Percent Budget Change	**-0.78%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Public Works	**Budget:** Fleet Division
	Program: Internal Service	**Submitted by:** Gerry Kaiser

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fleet Superintendent	Grade L4	1.00	Grade L4	1.00	$63,070	$63,070	$63,440
Mechanic	Grade I4	4.00	Grade I4	4.00	213,440	213,440	215,540
Garage Attendant (shared with Public Works)	Grade F4	0.50	Grade F4	0.50	22,670	22,670	22,730
Subtotal		5.50		5.50	$299,180	$299,180	$301,710
OTHER COMPENSATION							
Accrued Wages	-		-		1,150	1,150	1,160
Work in Other Class	-		-		700	700	700
Overtime	-		-		1,500	1,500	1,500
Wages Budgeted in other PW Divisions	-		-		(14,000)	(20,000)	(20,000)
TOTAL	XXX	5.50	XXX	5.50	$288,530	$282,530	$285,070

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Liability Insurance Fund
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Michael Easker

Liability Insurance Fund
2016 Proposed Budget

The City of Neenah Liability Insurance Fund accounts for all revenues and expenditures associated with liability claims of the City. The Fund is funded by unspent dollars budgeted for liability claims in the City's General Fund. Expenses in the fund include the cost of liability claims and transfers to the General Fund to pay for costs associated with limiting the City's liability risk. The fund also accounts for debt related activity associated with the City's investment in the Cities and Villages Mutual Insurance Company.

Due to recent increases in the claims funded by the City's self insured retention, the City's General Fund raised the budget for liability claims by $10,000 to $60,000 starting in 2014, with another increase to $70,000 budget for 2016. These funds are then transferred to this fund to cover costs associated with claims incurred.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance (Cash plus A/R less claims payable), Jan. 1	$88,370	$20,654	$20,654	($69,346)
REVENUES				
Transfers from General Fund for Liability Insurance Claims	60,300	60,000	60,000	70,000
Other Revenue/Misc	0	0	0	0
Total Revenue	60,300	60,000	60,000	70,000
EXPENDITURES				
Liability Claims	128,016	60,000	150,000	50,000
Transfer to General Fund (Safety Compliance)	0	0	0	0
Interest/Misc	0	0	0	0
Total Expenditures	128,016	60,000	150,000	50,000
Excess Revenues Over (Under) Expenditures	(67,716)	0	(90,000)	20,000
Fund Balance, December 31	$20,654	$20,654	($69,346)	($49,346)

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Benefit Accrual Fund
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Michael Easker

Benefit Accrual Fund
2016 Proposed Budget

The City of Neenah Benefit Accrual Fund accounts for all revenues and expenditures associated with the reporting and payment of employee fringe benefit costs of the City. This includes health insurance benefits and Wisconsin Retirement System costs as well as funding time-off-with-pay liabilities accrued by the City. The Fund is funded by departmental charges based upon a percentage of each labor dollar incurred by that department. In recent years, the City has also transferred reserves from this fund to the General Fund to offset increased health insurance costs.

Since 2013, the City self-funded health insurance plan has experienced several large claims that have depleted the health insurance portion of the Benefit Accrual Fund. In moving to a fully insured plan for 2016, the City should experience more stability in the health insurance area in the future.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$301,110	($25,991)	($25,991)	($225,991)
REVENUES				
Departmental Charges for Services	8,703,674	8,400,000	8,500,000	8,400,000
Total Revenue	8,703,674	8,400,000	8,500,000	8,400,000
EXPENDITURES				
Health Premiums and Other Employee Benefits	5,573,727	4,600,000	5,300,000	5,100,000
Retirement System Expense	3,257,048	3,800,000	3,400,000	3,300,000
Transfer to General Fund	200,000	100,000	0	0
Total Expenditures	$9,030,775	$8,500,000	$8,700,000	$8,400,000
Excess Revenues Over (Under) Expenditures	($327,101)	($100,000)	($200,000)	$0
Fund Balance, December 31	($25,991)	($125,991)	($225,991)	($225,991)

*Amounts above excludes funds set aside for employee benefit liabilities, including $377,280 for health insurance claims.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Expendable Trust Funds
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Nancy Handevidt

Expendable Trust Funds are used to account for assets held by the City in a trustee capacity for individuals, private organizations, other government units or other funds. They are accounted for in essentially the same manner as Governmental funds. Descriptions of major funds are listed below:

Cemetery Perpetual Care Fund
2016 Proposed Budget

To account for assets and proceeds from burial lot sales restricted for purposes of income generation and the corresponding transfers to the General Fund for cemetery maintenance purposes.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$1,260,683	$1,269,375	$1,269,375	$1,264,375
REVENUES				
Interest & Miscellaneous	$25,193	$30,000	$15,000	$30,000
EXPENDITURES	$16,501	$20,000	$20,000	$20,000
Excess Revenues Over (Under) Expenditures	$8,692	$10,000	($5,000)	$10,000
Fund Balance, December 31	$1,269,375	$1,279,375	$1,264,375	$1,274,375

Cemetery Flowers Fund
2016 Proposed Budget

To account for private donations and bequests for the purpose of providing grave site flowers.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$178,118	$174,837	$174,837	$171,657
REVENUES				
Interest & Miscellaneous	$148	$150	$220	$220
EXPENDITURES	$3,429	$3,500	$3,400	$3,500
Excess Revenues Over (Under) Expenditures	($3,281)	($3,350)	($3,180)	($3,280)
Fund Balance, December 31	$174,837	$171,487	$171,657	$168,377

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Business Improvement District/VCR Program
	Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Michael Easker

Neenah Central City Business Improvement District
2016 Proposed Budget

In 2001, business and property owners located within the proposed Neenah Central City Business Improvement District (the "District") signed a petition requesting the creation of a Business Improvement District. The purpose of the district is to sustain the competitiveness of Downtown and ensure a safe, clean environment conducive to business and recreational activity. The petition was included as part of the Initial Operating Plan that was developed in accordance with the BID statutes. The Neenah Common Council approved the Plan and created the District on November 20, 2001. The BID District functions as a cooperative partnership with the City of Neenah and Future Neenah, Inc.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$14,327	$12,811	$12,811	$12,811
REVENUES	$129,886	$131,020	$131,020	$132,000
EXPENDITURES	$131,402	$131,020	$131,020	$132,000
Excess Revenues Over (Under) Expenditures	($1,516)	$0	$0	$0
Fund Balance, December 31	$12,811	$12,811	$12,811	$12,811

Victim Crisis Responder Program
2016 Proposed Budget

Neenah Police Department is one of several Fox Valley agencies that uses the services of the Victim Crisis Responder Unit. This group of volunteers makes itself available to police to assist at major crime scenes and other difficult calls to help victims of crime find normalcy and closure. They provide an invaluable service to our communities. Currently, the City of Neenah is the fiscal agent for the group. While all operations and purchases are funded by a grant, the City of Neenah makes initial payments and then receives grant reimbursement. Other Fox Valley municipalities have taken on this role in the past.

For 2015 and beyond, the Town of Grand Chute has assumed repsonsibility for the VCR program.

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Fund Balance, January 1	$5,770	$0	$0	$0
REVENUES	$45,000	$0	$0	$0
EXPENDITURES	$50,770	$0	$0	$0
Excess Revenues Over (Under) Expenditures	($5,770)	$0	$0	$0
Fund Balance, December 31	$0	$0	$0	$0

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Municipal Court	**Budget:** Joint Municipal Court Fund
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** J. Gunz/M. Easker

Joint Municipal Court Fund
2016 Proposed Budget

Effective May 1, 2002, the Cities of Neenah and Menasha jointly agreed to form a municipal court. The joint court handles all municipal ordinance violations that were previously being handled in circuit court. It is anticipated that the local municipal court will more efficiently handle municipal violations. In addition, the municipalities should see increased revenues that will more than offset the additional costs associated with setting up and administering the joint court.

It is anticipated that the City of Neenah share of the 2015 budget expenditures and revenues will be determined by our percentage share of the number of citations processed by the court. This share is estimated to be approximately 60% and is reflected in the General Fund operating budget.

A change to State of Wisconsin law was enacted in 2014 that allows for an increase from $28 to $38 for the court costs that are added to municipal citations. Citations issued for Failure to Fasten Seatbelt and Failure Show Proof of Insurance are the only violations that do not have any costs added. Those changes have been added by the court, with the full effect of the increase included in the 2015 budget.

	2014 Actual	2015 Budget	2015 Estimate	2016 Request	2016 Proposed
Fund Balance (Deficit), January 1	($230,937)	($258,451)	($258,451)	($279,931)	($279,931)
Revenues					
Court Revenue	402,935	450,000	421,000	443,200	443,200
Reimbursement of Witness Fees	167	400	300	400	400
Enhanced Colletions	0	0	0	0	25,000
Miscellaneous Revenue	13	30	0	0	0
	403,115	450,430	421,300	443,600	468,600
Expenditures					
Personal Services	103,166	109,030	103,040	104,250	104,250
Contracted Services	19,525	17,400	18,750	18,990	18,990
Supplies and Materials	640	750	690	750	750
Witness Fees	304	400	300	400	400
Capital Outlay	0	0	0	0	0
Special Reserves & Escrow	0	0	0	3,220	1,140
Interest	262	300	470	400	400
Court Fine Reimbursements	306,732	345,150	319,530	335,600	335,600
Total Expenditures	430,629	473,030	442,780	463,610	461,530
Excess Revenues Over (Under) Exp.	(27,514)	(22,600)	(21,480)	(20,010)	7,070
Fund Balance (Deficit), December 31	(258,451)	(281,051)	(279,931)	(299,941)	(272,861)

CITY OF NEENAH
OPERATING BUDGET
MENASHA NEENAH MUNICIPAL COURT EXPENDITURES
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2015 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
COURT (7050-938)								
0101	Salaries	73,670	75,790	54,805	75,340	75,770	75,770	
0103	Temporary Wages	0	1,200	0	0	0	0	
0110	Health Insurance	18,928	20,830	13,350	17,130	17,130	17,130	
0111	Fringes	10,338	10,710	6,801	10,470	10,850	10,850	
0115	Schools/Seminars/Training	130	500	40	100	500	500	
0128	Empl Recognition Awards	100	0	0	0	0	0	
	Personal Services	**103,166**	**109,030**	**74,996**	**103,040**	**104,250**	**104,250**	**(4,780)**
0202	Outside Printing	138	150	0	140	150	150	
0203	Postage	1,554	1,350	1,217	1,250	1,350	1,350	
0205	Debit Card Services	1,113	1,000	814	1,000	1,000	1,000	
0207	Dues & Memberships	765	770	840	840	840	840	
0212	Maint of Office Equipment	415	250	295	300	250	250	
0218	Maintenance of Software	4,819	4,860	4,993	5,000	5,000	5,000	
0221	Telephone	423	420	247	300	300	300	
0232	Auditing Services	1,370	1,400	0	1,400	1,280	1,280	
0239	Insurance	710	0	0	0	0	0	
0252	Rental of Equipment	679	500	505	510	500	500	
0255	IS Services / Internal	7,234	6,500	5,693	7,810	8,120	8,120	
0272	Translator	305	200	170	200	200	200	
	Contractual Services	**19,525**	**17,400**	**14,774**	**18,750**	**18,990**	**18,990**	**1,590**
0301	Office Supplies	476	450	397	400	450	450	
0303	Computer Oper Supplies	164	200	47	150	200	200	
0333	All Other Supplies	0	100	140	140	100	100	
	Supplies & Materials	**640**	**750**	**584**	**690**	**750**	**750**	**0**
	COURT	**123,331**	**127,180**	**90,354**	**122,480**	**123,990**	**123,990**	**(3,190)**
COURT FINE REIMBURSEMENT (7051-938)								
0574	City of Neenah	88,059	99,060	64,138	85,500	89,200	89,200	
0575	City Of Menasha	66,112	74,550	53,032	75,600	79,600	79,600	
0576	State of Wisconsin	103,787	116,660	73,921	106,300	111,900	111,900	
0577	Winnebago County Treasure	48,774	54,880	31,434	52,130	54,900	54,900	
	Fine Reimbursement	**306,732**	**345,150**	**222,525**	**319,530**	**335,600**	**335,600**	**(9,550)**
NON-OPERATING EXPENSES (7052-938)								
0248	Witness Fees	304	400	160	300	400	400	
	Non-Operating Expenses	**304**	**400**	**160**	**300**	**400**	**400**	**0**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	1,330	1,000	
0110	Health Insurance	0	0	0	0	1,710	0	
0111	Fringes	0	0	0	0	180	140	
		0	**0**	**0**	**0**	**3,220**	**1,140**	**1,140**
TRANSFERS (9910-999)								
0999	Transfers	262	300	351	470	400	400	
	Transfers	**262**	**300**	**351**	**470**	**400**	**400**	**100**
MUNICIPAL COURT OPERATIONS		**430,629**	**473,030**	**313,390**	**442,780**	**463,610**	**461,530**	**(11,500)**
							Percent Budget Change	**-2.43%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** M-N Municipal Court	**Budget:** Menasha-Neenah Municipal Court
	Program: Agency Fund	**Submitted by:** James B. Gunz

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Judge	2,320/mo	1.00	2,320/mo	1.00	$28,570	$28,120	$28,260
Records Clerk	Grade G3	1.00	Grade G3	1.00	47,040	47,040	47,330
Subtotal		2.00		2.00	$75,610	$75,160	$75,590
OTHER COMPENSATION							
Accrued Wages	-		-		180	180	180
TEMPORARY	12.00/hr.		-		1,200	0	0
TOTAL	XXX	2.00	XXX	2.00	$76,990	$75,340	$75,770

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

Goals/Responsibilities:

The mission statement for Neenah-Menasha Fire Rescue ("NMFR") is **"One Department–Fully Involved".** Through our mission statement NMFR organizes and provides a variety of life safety and property preservation services to the public. Our mission is realized by offering high-quality, professional service, in fire suppression, specialized rescue operations and emergency medical services to the citizens of our communities. Furthermore, the Department takes a proactive role in safety by providing resources for public fire education, fire prevention, fire investigations and hazardous materials mitigation. Life safety, incident stabilization and property preservation are key elements in the quality of life the citizens of our two communities have come to expect. NMFR shall strive to continue its goal of providing this in a fiscally responsible manner.

NMFR remains committed to providing a fire safe environment within our communities by conducting required fire prevention code inspections for public buildings. A group of dedicated firefighters continues to provide a highly developed and successful public education program for people of all ages in our communities. NMFR has taken a proactive stance and has set goals to make our communities a safer place to live and work.

Activities:

NMFR's proactive role in public safety encompasses the following: Fire company inspections of commercial and industrial properties for loss prevention; underground and aboveground petroleum fuel storage tank code enforcement; fire loss investigation; juvenile fire setter intervention programming; public fire safety education programming; fire suppression; specialized rescue operations for both land and water related incidents; and, pre-hospital emergency medical care. Terrorism and weapons of mass destruction training and industrial safety exercises/tours have become common, allowing us to increase our presence in industrial facilities forging a better working relationship with safety coordinators and maintenance personnel. Increased communication and involvement with the Community Development Department with respect to plan review and code compliance has improved tremendously under the Assistant Chief/Fire Marshall. We are also working more closely with insurance companies and fire protection organizations to make sure that fire detection and suppression equipment in buildings is properly installed, maintained and tested in accordance with national, state, and local codes and referenced standards.

2014/2015 Accomplishments:

Neenah-Menasha Fire Rescue responded to 515 calls for assistance involving fire related situations through July 31, 2015. Of these 515 calls, 40 of these were for structure fires which is a 50% increase compared to the same time period in 2014. In addition, we have been summoned 884 times to assist in medically related situations. In 2014, NMFR responded to a total of 2,398 calls for assistance, with 1,579 of those calls for medical assistance and 819 for fire related situations. Through July 31, 2015, there have been 2,184 fire inspections conducted with a total of 2,384 code violations discovered. In 2014, NMFR conducted 3,192 fire inspections and found 3,511 code violations. Public education efforts, stressing home and personal fire safety messages, continue to reach the citizens of Neenah and Menasha. Fire Inspectors in the Fox Valley continue to meet on a regular basis to share information and address common code problems. Uniformity between jurisdictions in code interpretation and enforcement is the goal of the group.

The public education program for dorm/apartment fire safety was presented to the entire senior high school student population at Neenah and Menasha High Schools. Our program for senior citizens on how to deal with many different emergency situations was presented to many of the senior groups within our communities upon their request. The Public Education Team expanded their program to include fifth grade students. The "Then and Now Program" gives them a better understanding of the importance of fire safety. Due to many requirements that Community Based Residential Facilities ("CBRF") facilities have for education of their employees, our request for fire prevention education for these facilities has started slowly increasing. Local businesses within both communities are becoming more pro-active on different educational topics and have begun reaching out to our Department for help to train their employees.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

2014/2015 Accomplishments continued:

In 2014, we performed 950 public education events. In the first seven months of 2015, we completed 336 public education events. We are working hard to accommodate every request, but these increased requests have created a need for increased funds for public education materials.

NMFR staff has been working with the newly created NEWSAP (North East Wisconsin Smoke Alarm Program). This is a regional effort with three other area fire departments working together on fire prevention. In mid-2012, NEWSAP wrote, and was awarded, a regional smoke detector grant. This grant has continued through 2015 and as part of the award of this grant, we must maintain the program. The regional group will continue seeking donations for funding to sustain this program without having to utilize budgeted funds. However, there are no guarantees that we will be awarded donations and may have to use budgeted funds to sustain the program.

In 2015, NMFR completed their third year of automatic aid with Appleton Fire Department. Call volumes between the two departments continue to be very close for responses to each community. This service continues to complement both departments and continues to provide the high-quality service expected by the communities and the citizens we serve.

2016 Goals/Plans:

During 2015, NMFR continued to experience FMLA and work comp injuries that have had a significant impact on our overtime budget. Short shift staffing demands for overtime have limited the amount of overtime monies available to allow Fire Inspectors and Fire Investigators to attend training on off-duty time. The overtime budget needs to be increased to make sure that appropriate training for all specialized needs within NMFR are met. NMFR staff will continue to monitor this and make every effort to stay within our budget while providing needed training to accomplish our goals.

NMFR will continue to become more familiar with our growing communities' neighborhoods, streets and buildings. All Fire Officers will remain involved in training the firefighters they lead. The Assistant Chief/Training/Emergency Management Officer will continue to focus on all training aspects, including specialty programming for rescue to assist other departments within our two jurisdictions, such as the public works employees, park employees, water employees, etc. He will also continue to work with the two communities to attain and maintain training for NIMS compliance. He will continue to work with the driver/engineer positions for consistent training with existing drivers and move-ups. The Department will continue its participation with Fox Valley Technical College in providing a learning environment for the Fire Intern Program. Standard Operating Guidelines and Procedures will continue to evolve and be updated.

NMFR's Public Education Team will continue its fire safety efforts in the grade schools during Fire Prevention Week and also in the high schools for graduating seniors for when they go off to college. Both cities have seen an increase in assisted living facilities, and we are seeing an increasing amount of requests to talk to senior citizens about fire safety and also from local businesses.

NMFR will continue the automatic aid agreement with Appleton Fire Department and maintain the reduced response times that benefit the needs of the citizens and businesses in Menasha and Appleton.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

In 2014, the implementation to complete building inspections has led to a more paperless records management system of our fire inspections for all inspectable properties within Neenah and Menasha. Building owners and managers like the fact that they can receive inspection reports via email. Training efforts in the firehouse software program continue so our personnel can meet the growing communications needs of our society. Attending FHETS, the Firehouse Training Conference, is a key component to meet NMFR's demanding communication and record keeping needs.

In 2015, we began implementing a barcoding system for all vehicles and equipment on the vehicles and in the stations. The intent is to continue to use our records management system to have one place to record the purchase of equipment, maintenance (including costs), replacement date, etc. This will help us track our expenses relating to maintenance and make it easier for budgeting on replacement of specific items. The intent is to have this process completed by early 2016.

In 2016, NMFR's portion of the new telephone system that was purchased by the City of Neenah will need to be funded. The payment for our portion of the system is scheduled to be paid out over a seven-year period that started in 2013.

In early 2015, Fox Valley Technical College (FVTC) vacated their side of the Station 31 facility. We worked with FVTC to figure out the training props they left behind and NMFR has assumed responsibility of the training site on Tullar Road. Budgetary dollars will be needed to make repairs to these training props and to continue to maintain them. The City of Neenah has assumed the vacated space and a cost distribution formula has been finalized for common items such as water, electricity, lawn care, etc.

In late 2014, NMFR acquired the new Pierce 105' Quint ladder truck. As part of this purchase, money was budgeted in 2015 for NMFR personnel to complete the *International Fire Service Training Association (IFSTA) Aerial Apparatus Driver/Operator Handbook, 2nd Edition.* This was to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications, Chapter 4.* This certification also provides documentation that the individual has demonstrated a high level of proficiency established through national consensus standards.

In 2015, a decision was made to have one of our divers attend a master diver certification class. This certification will allow him to train our personnel. We will not have to spend monies for an outside vendor to train divers and will decrease our costs for having divers come in off shift to train with an outside vendor. The costs associated with this training class utilized more overtime monies than was originally budgeted. However, the overall budget was not overspent.

In 2015, our Department will be working on the payroll switchover to Executime. This process may take longer than other Departments as we will be having our Firehouse software, which is where we currently complete every shift's payroll records, export data into Executime. Once this process has been completed, there will be a one-time interface fee. It is the intent to have the entire switchover completed in 2016.

Major Increases/Decreases in 2016 Operating Budget Request:

Salaries (0101): Increase of $53,080, per the City of Neenah Finance Department.

Overtime (0104): Increase of $17,600. A significant portion of this increase will be used to cover costs of training for the Fire Inspectors and Arson Investigators. NMFR has not been able to send these individuals the last couple of years and additional overtime money would allow NMFR to send personnel for needed training to maintain knowledge and skills. Monies will also be used to cover short shift overtime caused by FMLA, sick leave absences and work comp absences.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

Fringes (0110): Decrease of $13,340, per the City of Neenah Finance Department.

License Renewal (0118): Increase of $9,400 due to re-certification of EMT, EMR and CPR training. Re-certification of UST/AST, which is needed in order for us to complete State mandatory tank inspections. Re-certification for MSA/Technical for us to conduct our own testing for SCBA's versus paying an outside vendor. These are bi-annual certifications that are due in 2016.

Employee Recognition Awards (0128): Decrease of $700 based on employee's due for recognition awards in 2016.

Maintenance of PPE/SCBA (0209): Increase of $3,800 due to required testing of SCBA and repairs/replacements of respirators and cylinders. Cylinders are scheduled to be replaced in 2018. However, due to the age of the equipment and use during incidents, some of these items will need to be repaired and/or replaced if this is cheaper.

Maintenance of Radio Equipment (0215): Increase of $2,200. The manufacturer's warranty of the radio system, and related equipment, expired on June 30, 2015. The increase is for a service contract with Winnebago County's installation vendor, Baycom.

Maint. of Software (0218): Decrease of $5,000, per the City of Neenah IS Department.

Electricity (0222): Increase of $400 based on 2015 actual usage and suggested 2% increase by City of Neenah Finance Department.

Natural Gas (0223): Decrease of $12,900 based on 2015 actual usage and suggested 2% increase by the City of Neenah Finance Department.

Water & Sewer (0224): Increase of $700 based on 2015 actual usage and suggested 3% increase by City of Neenah Finance Department. Per the new Station 31 Operating Cost Share Formula, we will be responsible for paying 100% of all water usage and 70% of the meter base charge.

Commercial Dumpster (0225): Increase of $400. Dumpster rental fees for Station 31 were previously paid by FVTC. Per the new Station 31 Operating Cost Share Formula, we will be paying 100% of the dumpster rental fees as we will be the only ones using the dumpster.

Storm Water (0226): Increase of $600 based on 2015 actual usage. Per the new Station 31 Operating Cost Share Formula, we will pay 70% of the storm water sewer charges for Station 31.

Cellular Telephone (0227): Increase of $1,080 based on actual 2015 usage. The two shift inspector's phones were changed to smart phones in 2015 due to their need of being able to access fire codes and take pictures that are time/date stamped during fire inspections and investigations.

Auditing Service (0232): Decrease of $100 as recommended by the City of Neenah Finance Department.

Outside Services (0236): Decrease of $1,500 based on actual 2015 usage. A majority of this line item is for the dark fiber payment for Stations 31 & 36.

Professional Services (0238): Decrease of $5,000. Budget was increased in 2015 due to the need of chest x-rays for everyone who is required to wear a respirator. This test is not needed in 2016.

Tree Planting & Landscaping (0241): Increase of $1,200. Per the new Station 31 Operating Cost Share Formula, we will be paying 100% of the costs associated with cutting the grass. South of building was previously maintained by FVTC. We will continue to mow the grass around Station 31.

CITY OF NEENAH
2016 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
Program: Public Safety	**Submitted by:** Al Auxier

Liability Insurance (0246): Increase of $1,840 as recommended by the City of Neenah Finance Department.

Permits (0242): Decrease of $100 due to projected costs for permits in 2016.

Auto/Physical Damage Ins. (0247): Decrease of $430 as recommended by the City of Neenah Finance Department.

Rental of Equipment (0252): Decrease of $150 due to actual 2015 usage for equipment rental fees used by the mechanics.

Printer/Copies (0254): Decrease of $240 based on estimates provided by City of Neenah IS Department.

Neenah City IS Services (0255): Increase of $3,520 based on information provided by City of Neenah IS Department.

Neenah City H/R Services (0257): Increase of $5,000 as recommended by the City of Neenah Finance Department.

Public Relations/Services (0262): Increase of $900. Additional monies are needed due to the increased requests we receive for public education events in both Cities and to be able to continue to maintain our public education programs in the elementary schools in both Cities.

Gasoline & Oil (0310): Decrease of $5,750. Based on 2015 usage and suggested increase of 3% by the City of Neenah Finance Department.

Personal Protective Equip. (0348): Increase of $5,000 to purchase four sets of ballistic PPE for NMFR personnel. We do not have any personal protective gear for our staff for any future active shooter incidents.

Computer Hardware Outlay (8115): There is no increase or decrease for this line item. Monies will need to remain at the 2015 funding level for this account as the sequel server switch over for Firehouse has been pushed back from 2015 to 2016.

All Other Equipment (8133): Increase of $5,000 to replace the forcible entry simulator that FVTC left behind. This is a training tool that we need to be able to use. This line item is also used for replacing nozzles, hoses, ladders, adaptors and other major firefighting equipment.

Household Purchases (8149): Increase of $500. This account is used to replace washer/dryers and other household items.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Regional Special Operations Team
	Program: Public Safety	**Submitted by:** Al Auxier

Neenah-Menasha Fire Rescue Special Operations Team:

NMFR has been involved for many years in a joint collaboration with the Green Bay, Appleton and Oshkosh Fire Departments to provide Special Operations/Technical Rescue capabilities for our communities. NMFR has gained valuable training, as well as approximately $200,000 worth of vehicles and equipment. These funds have been provided by the State of Wisconsin through the Department of Homeland Security.

In 2011, the State of Wisconsin reviewed the Special Operations program and moved forward with one statewide team versus four regional teams. Working under a signed contract with the State of Wisconsin, NMFR personnel continue involvement with the State of Wisconsin/Wisconsin Emergency Management Rescue Team (Wisconsin Task Force 1). Their participation increases their level of knowledge, skills, and abilities, enabling them to bring those skills and provide this service at the local level. NMFR's involvement has continued. A 2-year contract was signed with the State of Wisconsin in 2015. The department now has six (6) members still participating with the WI-TF1.

A request was submitted to increase the overtime budget to $12,000. This is to allow for the 15 members of the local department special operations team the ability to train together on three occasions during the year. It is vital that this local resource revitalize its capabilities in order to be ready for a technical rescue response.

Major Increases (Decreases) in 2015 Budget Request:

Overtime Wages (0104): This is to allow for the 15 members of the local department special operations team the ability to train together on three occasions during the year. It is vital that this local resource revitalize its capabilities in order to be ready for a technical rescue response. Please note, as in previous years, a majority of this line item will be reimbursed by the State of Wisconsin.

Maint. of Operating Equip (0216): Decrease of $500 based on actual 2015 costs.

Small Tools (0320): Decrease of $200 based on needs in 2016.

PPE (0348): Decrease of $200 based on needs in 2016.

Training Supplies (0350): Decrease of $250 based on needs in 2016.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Dive Team
	Program: Public Safety	**Submitted by:** Al Auxier

Neenah-Menasha Fire Rescue Dive Team Trust Fund:

In 2013, a formal budget was created and approved for our dive team. Initially all the expenses were covered by funds raised through various events. The funds that were raised continued to fund the program through 2014 but are very limited at this time. Although fund raising continues and will continue in the future there is not enough money to truly cover all the funds that are needed in 2015. There is a need for NMFR to start allocating funds by distributing operations funds to training and equipment. NMFR's operating budget does show costs associated with NMFR dive team expenses.

The NMFR Dive Team has amassed 304 hours of training between August 14, 2014 and August 14, 2015. This training includes "down time" for the divers (time spent under the water on actual dives) as well as time for support personnel – tenders, command and control positions, etc. The funds raised and allocated to date have greatly helped to increase our capabilities, and more importantly, provide invaluable training time for all personnel.

NMFR is looking to establish a funding mechanism with the Park and Recreation Departments of both communities through boat launch fees. This will help in providing a revenue source to continue our efforts in both the dive team, as well as the overall water rescue program.

Major Increases/Decreases in 2016 Operating Budget Request:

Overtime (0104): Increase of $2,700 to allow for additional training for staff members to learn how to perform required annual maintenance of equipment versus hiring an outside vendor and for training. Monies will also be used to continue training for members.

All Other Supplies (0333): Increase of $500. This line item was not placed in the 2015 budget and monies are needed to purchase consumable supplies (i.e. light sticks for diving, storage totes for equipment, etc.)

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2016 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	4,736,291	4,866,590	3,436,793	4,810,720	4,919,670	4,919,670	
0104	Overtime Wages	110,494	102,400	92,813	135,000	120,000	120,000	
0105	Reimbursement / Overtime	0	0	(5,460)	(5,460)	0	0	
0106	FLSA Overtime Wages	51,030	47,000	33,796	47,000	47,000	47,000	
0110	Health Insurance	1,058,342	1,093,930	834,615	1,093,930	1,075,190	1,075,190	
0111	Fringes	1,097,108	1,145,570	822,682	1,145,570	1,132,230	1,132,230	
0115	Schools/Seminars/Training	5,723	15,840	10,253	15,840	15,840	14,110	
0117	Clothing Allowance	31,714	31,000	30,708	31,000	31,000	31,000	
0118	License Renewal	6,238	500	0	0	9,900	9,900	
0123	Auto Allowance	11	150	0	150	150	150	
0128	Empl Recognition Awards	1,073	1,500	975	1,500	800	800	
	Personal Services	**7,098,024**	**7,304,480**	**5,257,175**	**7,275,250**	**7,351,780**	**7,350,050**	**45,570**
0202	Outside Printing	540	550	312	550	550	550	
0203	Postage	466	400	473	500	420	420	
0204	Conferences & Meetings	1,843	1,500	1,182	1,500	1,500	1,500	
0206	Advertising & Publication	170	200	0	200	200	200	
0207	Dues & Memberships	937	1,200	418	1,200	1,200	1,200	
0209	Maintenance of PPE/SCBA	987	4,000	3,092	4,000	7,800	7,800	
0210	Maint of Computer Hardwre	1,200	1,200	0	1,230	1,300	1,300	
0212	Maint of Office Equipment	0	100	0	0	100	100	
0213	Maint of Motor Vehicles	73,234	40,000	43,301	50,000	40,000	40,000	
0214	Maint of Buildings	4,525	5,000	2,406	5,000	5,000	5,000	
0215	Maint of Radio Equipment	2,128	4,000	2,783	4,000	6,200	6,200	
0216	Maint of Operating Equip	5,639	5,800	7,020	7,020	5,800	5,800	
0218	Maint of Software	8,361	16,000	16,057	16,060	11,000	11,000	
0221	Telephone	8,720	8,500	7,092	8,500	8,500	8,500	
0222	Electricity	60,546	58,800	35,876	58,800	59,200	59,200	
0223	Natural Gas	36,873	39,900	15,824	26,000	27,000	27,000	
0224	Water & Sewer	10,777	11,500	6,758	11,800	12,200	12,200	
0225	Commercial Dumpster	909	800	879	1,200	1,200	1,200	
0226	Storm Water	2,657	2,500	1,978	3,100	3,100	3,100	
0227	Cellular Telephone	2,689	3,000	2,401	3,300	4,080	4,080	
0232	Auditing Services	1,845	1,800	0	1,800	1,700	1,700	
0236	Outside Services	10,874	17,500	14,361	14,370	16,000	16,000	
0237	Pest Control	415	1,000	400	1,000	1,000	1,000	
0238	Professional Services	6,218	25,000	16,679	24,000	20,000	16,660	
0241	Tree Planting & Landscape	467	1,000	415	1,800	2,200	2,200	
0242	Permits	0	250	22	100	150	150	
0246	Liability Insurance	29,270	30,720	29,930	30,720	32,560	32,560	
0247	Auto/Physical Damage Ins	13,702	15,830	13,945	15,830	15,400	15,400	
0252	Rental of Equipment	247	500	148	300	350	350	
0254	Printer / Copies	3,908	3,860	1,918	3,860	3,620	3,620	
0255	Neenah City I/S Services	118,884	126,150	94,613	126,150	129,670	129,670	
0256	Neenah City Finance Ser.	22,400	22,850	17,137	22,850	22,850	22,850	
0257	Neenah City H/R Services	31,500	35,000	26,250	35,000	40,000	40,000	
0262	Public Relations/Services	3,035	3,300	2,254	4,000	4,200	4,200	
0292	FVTC Reimbursements	(15,677)	(5,000)	(8,000)	(8,000)	0	0	
0293	Maint of Motor Veh/Fleet	0	100	226	230	100	100	
0294	Oil and Fluids/Fleet	0	100	0	0	100	100	
0296	Maint of Equipment/Fleet	0	100	0	0	100	100	
	Contractual Services	**450,289**	**485,010**	**358,150**	**477,970**	**486,350**	**483,010**	**(2,000)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2016 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
FIRE OPERATIONS (2301-712) cont.								
0301	Office Supplies	877	2,000	1,673	2,200	2,000	2,000	
0303	Computer Operation Supplies	25	0	0	0	0	0	
0306	Cleaning/Janitor Supplies	12,010	12,000	7,023	12,000	12,000	12,000	
0308	Books and Periodicals	429	1,000	995	1,000	1,000	1,000	
0310	Gasoline & Oil	30,624	36,750	17,317	30,000	31,000	31,000	
0319	Safety Supplies	1,800	1,800	1,158	1,800	1,800	1,800	
0320	Small Tools	698	1,000	382	1,000	1,000	1,000	
0326	Photography Supplies	0	500	0	500	500	500	
0333	All Other Supplies	3,105	3,000	2,839	3,000	3,000	3,000	
0344	Small Equipment	3,254	9,000	4,430	9,000	9,000	9,000	
0347	Small Computer Hardware	689	600	409	600	600	600	
0348	Per Protective Equipment	27,899	35,000	30,996	35,000	40,000	40,000	
0350	Training Supplies	12	2,000	58	2,000	2,000	2,000	
	Supplies & Materials	**81,422**	**104,650**	**67,280**	**98,100**	**103,900**	**103,900**	**(750)**
	OPERATIONS	**7,629,735**	**7,894,140**	**5,682,605**	**7,851,320**	**7,942,030**	**7,936,960**	**42,820**
							Percent Budget Change	**0.54%**
CAPITAL OUTLAY (2301-712)								
8108	Office Furniture & Equip	0	2,500	1,698	2,500	2,500	2,500	
8113	Communication Equipment	597	4,000	4,302	4,310	4,000	4,000	
8114	Computer Software Outlay	4,924	4,500	750	1,000	4,500	4,500	
8115	Computer Hardware Outlay	1,635	9,521	2,188	5,000	9,520	9,520	
8133	All Other Equipment	11,770	15,000	10,761	15,000	20,000	20,000	
8149	Household Purchases	5,027	5,000	4,388	6,570	5,500	5,000	
	Capital Outlay	**23,953**	**40,521**	**24,087**	**34,380**	**46,020**	**45,520**	**4,999**
	CAPITAL OUTLAY	**23,953**	**40,521**	**24,087**	**34,380**	**46,020**	**45,520**	**4,999**
FIRE OPERATIONS/CAPITAL OUTLAY		**7,653,688**	**7,934,661**	**5,706,692**	**7,885,700**	**7,988,050**	**7,982,480**	**47,819**
							Percent Budget Change	**0.60%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2016

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 BUDGET	2015 YTD (9 MONTHS)	2016 ESTIMATE	2016 DEPT REQUEST	2016 PROPOSED	BUDGET CHANGE
REG SPEC OPER RESP TEAM (2314-172)								
0104	Overtime Wages	12,611	9,100	11,611	11,620	9,100	9,100	
0105	Reimbursement / Overtime	(10,811)	0	(9,439)	(11,620)	0	0	
0111	Fringes	2,660	2,160	2,473	2,750	1,900	1,900	
	Personal Services	**4,460**	**11,260**	**4,645**	**2,750**	**11,000**	**11,000**	**(260)**
0216	Maint of Operating Equip	326	1,000	0	500	500	500	
	Contractual Services	**326**	**1,000**	**0**	**500**	**500**	**500**	**(500)**
0320	Small Tools	0	700	0	500	500	500	
0348	Per Protective Equipment	0	500	0	250	250	250	
0350	Training Supplies	31	500	68	250	250	250	
	Supplies & Materials	**31**	**1,700**	**68**	**1,000**	**1,000**	**1,000**	**(700)**
8133	All Other Equipment	0	1,000	501	1,000	1,000	1,000	
	Capital Outlay	**0**	**1,000**	**501**	**1,000**	**1,000**	**1,000**	**0**
	REG SPEC OPER RESP TEAM	**4,817**	**14,960**	**5,214**	**5,250**	**13,500**	**13,500**	**(1,460)**
							Percent Budget Change	**-9.76%**
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	500	0	500	500	500	
0206	Advertising & Publication	0	2,500	2,500	2,500	2,500	2,500	
0236	Outside Services	1,220	3,800	1,758	3,800	3,800	3,800	
0261	Misc Expenditures	0	500	247	500	500	500	
	Contractual Services	**1,220**	**7,300**	**4,505**	**7,300**	**7,300**	**7,300**	**0**
	JOINT FIRE COMMISSION	**1,220**	**7,300**	**4,505**	**7,300**	**7,300**	**7,300**	**0**
							Percent Budget Change	**0.00%**
SPECIAL RESERVES & ESCROW (2326-712)								
0101	Salaries	0	0	0	0	14,790	11,120	
0110	Health Insurance	0	0	0	0	97,660	0	
0111	Fringes	0	0	0	0	3,400	2,530	
		0	**0**	**0**	**0**	**115,850**	**13,650**	**13,650**
							Percent Budget Change	**0.00%**
DIVE RESCUE PROGRAM (2479-712)								
0104	Overtime Wages	3,585	3,300	9,783	10,000	6,000	5,000	
0105	Reimbursement / Overtime	(500)	0	0	0	0	0	
0111	Fringes	758	650	1,927	1,970	1,270	1,270	
0115	Schools/Seminars/Training	0	1,650	953	1,650	1,650	1,480	
	Personal Services	**3,843**	**5,600**	**12,663**	**13,620**	**8,920**	**7,750**	**2,150**
0215	Maint of Radio Equipment	0	1,500	0	1,000	1,000	1,000	
0216	Maint of Operating Equip	281	1,500	4	1,500	1,500	1,500	
	Contractual Services	**281**	**3,000**	**4**	**2,500**	**2,500**	**2,500**	**(500)**
0333	All Other Supplies	0	0	0	0	500	500	
	Supplies & Materials	**0**	**0**	**0**	**0**	**500**	**500**	**500**
8113	Communication Equipment	0	0	0	0	1,650	1,650	
8133	All Other Equipment	882	1,650	423	1,650	1,650	1,650	
	Capital Outlay	**882**	**1,650**	**423**	**1,650**	**3,300**	**3,300**	**1,650**
	DIVE RESCUE PROGRAM	**5,006**	**10,250**	**13,090**	**17,770**	**15,220**	**14,050**	**3,800**
							Percent Budget Change	**37.07%**
FIRE DEPARTMENT		**7,664,731**	**7,967,171**	**5,729,501**	**7,916,020**	**8,139,920**	**8,030,980**	**63,809**
							Percent Budget Change	**0.80%**

CITY OF NEENAH REQUEST FOR 2016 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Al Auxier

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2015	Current Estimate for 2015	Requested For 2016
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	$90,500	$90,500	$91,140
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	84,190	65,000	80,000
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	79,920	79,920	80,120
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	68,690	68,690	69,170
Office Manager	Grade G3	1.00	Grade G3	1.00	42,000	42,000	42,450
Fire Officers	67,999 - 72,526	15.00	70,039 - 72,526	15.00	1,123,770	1,121,770	1,151,480
Mechanics	66,982 - 71,319	4.00	68,992 - 71,319	4.00	289,330	289,330	297,520
Assistant Inspectors	66,824 - 68,829	6.00	68,829	6.00	423,460	423,430	435,600
Shift Commanders	73,048 - 75,239	3.00	75,239	3.00	233,840	233,730	240,260
Drivers	65,683 - 67,653	12.00	67,653	12.00	836,040	846,910	859,340
Fire Fighters	41,138 - 65,326	23.00	42,372 - 65,326	23.00	1,520,150	1,475,940	1,485,510
Subtotal		68.00		68.00	$4,791,890	$4,737,220	$4,832,590
OTHER COMPENSATION							
Work in Other Classification	-		-		22,000	22,000	22,000
First Responders Pay	-		-		39,120	38,100	39,120
Accrued Wages	-		-		13,580	13,400	25,960
OVERTIME	-		-				
Operating Overtime	-		-		102,400	135,000	120,000
Special OPER Overtime	-		-		9,100	9,100	9,100
Diving Rescue Program	-		-		3,300	10,000	6,000
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	$5,028,390	$5,011,820	$5,101,770

Neenah-Menasha Fire Rescue
Cost Distribution Formula
As of 12/31/14

Item No.	Formula Item		Total	Proportionate Share	20% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	Population-Neenah	*	25,833	59.55%	0.25	0.1489	
	Population-Menasha	*	17,550	40.45%	0.25		0.1011
	Population as of 1/1/14		43,383	100.00%			
2.	Equalized Value (w/TIF)-Neenah	*	1,918,342,200	64.87%	0.25	0.1622	
	Equalized Value (w/TIF)-Menasha	*	1,038,870,130	35.13%	0.25		0.0878
	Equalized Value as of 1/1/14		2,957,212,330	100.00%			
3.	Service Calls-Neenah	*	1,444	60.22%	0.25	0.1505	
	Service Calls-Menasha	*	954	39.78%	0.25		0.0995
	Service Calls during 2014		2,398	100.00%			
4.	Square Miles-Neenah	*	9.60	55.40%	0.25	0.1385	
	Square Miles-Menasha	*	7.73	44.60%	0.25		0.1115
	Square Miles as of 12/31/14		17.33	100.00%			
	Total Proposed Cost Distribution Formula - 2014 Factor for 2016 Budget					**0.6001**	**0.3999**

a Menasha - Equalized Value

Equalized Value	787,537,100
UW-Fox Valley	251,333,030
	1,038,870,130

b Menasha service calls include 79 automatic aid calls by NMFR into the City of Appleton. 7 mutual aid calls to other jurisdictions were split Neenah - 4 and Menasha - 3. City of Appleton made 88 calls into the City of Menasha.

c Sq. Ft. of All Buildings has been removed as a factor effective the 2014 Factor for the 2016 Budget.

* Updated for 2014.